

FORT MCCOY AVIATION SOP TABLE OF CONTENTS

<u>SECTIONS</u>	<u>PARA</u>	<u>PAGE</u>
A. <u>GENERAL INFORMATION</u>		
PURPOSE AND SCOPE	A-1	A-1
GENERAL	A-2	A-1
QUALIFICATION FOR FLYING	A-3	A-1
OPERATING PROCEDURES	A-4	A-1
B. <u>AIRFIELD OPERATIONS</u>		
SPARTA/FORT MCCOY AIRPORT	B-1	B-1
LOCAL FLYING AREA	B-2	B-1
FLIGHT PLANS/LOCAL FLIGHT ADVISORY	B-3	B-2
RANGE BRIEFING TO PILOTS	B-4	B-3
WEATHER MINIMUMS	B-5	B-4
A2C2	B-6	B-4
AIRFIELD LAYOUT	B-7	B-5
VEHICLE OPERATIONS ON THE AIRFIELD	B-8	B-5
TRANSIENT UNIT AND INDIVIDUAL RESPONSIBILITIES	B-9	B-5
AUTHORIZED CANTONMENT LANDING AREAS	B-10	B-5
ACCIDENT AND INCIDENT PROCEDURES	B-11	B-6
PREACCIDENT PLAN (CRASH PLAN GUIDE)	B-12	B-7
FLIGHT LINE SAFETY	B-13	B-7
AIRPORT OBSTRUCTIONS	B-14	B-9
C. <u>AIR TRAFFIC CONTROL</u>		
PURPOSE	C-1	C-1
HOURS OF OPERATION	C-2	C-1
WEATHER	C-3	C-1
HIGH WIND AND STORM PROCEDURES	C-4	C-1
AIRBORNE CHECK POINTS	C-5	C-4
D. <u>AIRFIELD SERVICES</u>		
AIRCRAFT RESCUE FIRE FIGHTING (ARFF)	D-1	D-1
REFUELING	D-2	D-1
RAPID REFUELING OPERATIONS ("Hot Gas")	D-3	D-4
COLD GAS PROCEDURES	D-4	D-10
AIRFIELD SERVICE BRANCH	D-5	D-11
CONTAMINATED FUEL	D-6	D-11
SERVICING AND PARKING OF AIRCRAFT	D-7	D-12
FIELD REFUEL POINTS	D-8	D-12

FORT MCCOY AVIATION SOP TABLE OF CONTENTS

E.	<u>LOCAL RULES & RESTRICTIONS</u>	<u>PARA</u>	<u>PAGE</u>
	AIRCRAFT PARKING AT MCCOY AAF	E-1	E-1
	HAZARDOUS CARGO	E-2	E-1
	AIRCRAFT MAINTENANCE	E-3	E-2
	MCCOY AAF FLIGHT OPERATIONS	E-4	E-2
	GENERAL RULES AND RESTRICTIONS	E-5	E-3
	RESTRICTED FLYING AREAS	E-6	E-4
	NO-FLY AREAS	E-7	E-4
	TEST FLIGHTS AND MOC RUN-UPS	E-8	E-4
F.	<u>MISCELLANEOUS</u>		
	EQUIPMENT REQUIREMENTS AND ISSUE PROCEDURES	F-1	F-1
	AREA POLICING RESPONSIBILITIES	F-2	F-1
	FOREST FIRE REPORTING	F-3	F-1
	SWEEPING PLAN	F-4	F-1
G.	<u>SNOW & ICE REMOVAL</u>		
	PURPOSE	G-1	G-1
	REFERENCES	G-2	G-1
	RESPONSIBILITIES AND SUPERVISION	G-3	G-1
H.	<u>TERRAIN FLIGHT SOP</u>		
	PURPOSE	H-1	H-1
	OBJECTIVES	H-2	H-1
	SCOPE	H-3	H-1
	TRAINING	H-4	H-1
I.	<u>UNAIDED NIGHT OPERATIONS</u>		
	PURPOSE	I-1	I-1
	GENERAL	I-2	I-1
	REQUIREMENTS	I-3	I-1
	AIRCRAFT LIGHTING FOR UNAIDED NIGHT FLIGHT	I-4	I-2

FORT MCCOY AVIATION SOP TABLE OF CONTENTS

J.	<u>NVD SOP</u>	<u>PARA</u>	<u>PAGE</u>
	PURPOSE	J-1	J-1
	APPLICABILITY	J-2	J-1
	REFERENCES	J-3	J-1
	GENERAL INFORMATION	J-4	J-1
	WEATHER REQUIREMENTS	J-5	J-2
	AIRCRAFT LIGHTING	J-6	J-2
	GROUND SUPPORT PERSONNEL/C2 AIRCRAFT DUTIES	J-7	J-3
	TRAINING AREAS	J-8	J-4
	EMERGENCY PROCEDURES	J-9	J-6
	WIRE HAZARDS	J-10	J-8
K.	<u>AVIATION SAFETY</u>		
	PURPOSE	K-1	K-1
	SCOPE	K-2	K-1
	RESPONSIBILITIES	K-3	K-1
	SAFETY PROGRAM STRUCTURE/IMPLEMENTATION	K-4	K-1
	OPERATIONAL HAZARD REPORTS (OHR)	K-5	K-2
	INFORMAL OBSERVATIONS/INTERVIEWS	K-6	K-3
	IMPROVED AND UNIMPROVED LANDING		
	SITE INSPECTION	K-7	K-3
	EXTERNAL SURVEYS (ARMS)	K-8	K-3
	CAUSATION ANALYSIS PROGRAM	K-9	K-3
	COUNTERMEASURES	K-10	K-3
	COUNTERMEASURE IMPLEMENTATION	K-11	K-4
	CONTROL PROGRAM	K-12	K-4
	AVIATION SAFETY MEETINGS	K-13	K-4
	HEARING CONSERVATION PROGRAM	K-14	K-6
	PREVENTION PROGRAM MONITORING PROCEDURES	K-15	K-7
	AVIATION SAFETY COUNCIL	K-16	K-7
	PRE-ACCIDENT PLAN	K-17	K-9
	AVIATOR'S RESPONSIBILITY	K-18	K-9
	FOREIGN OBJECT DAMAGE (FOD) PROGRAM	K-19	K-10
	FIRE POLICY	K-20	K-11
	ADMINISTRATIVE REQUIREMENTS	K-21	K-13
L.	<u>PHYSICAL SECURITY</u>		
	PURPOSE/SCOPE	L-1	L-1
	PHYSICAL SECURITY MEASURES	L-2	L-1
	PHYSICAL SECURITY PROCEDURES	L-3	L-1
	SECURITY RESPONSIBILITIES FOR		
	TENANT UNIT FACILITIES	L-4	L-3
	KEY CONTROL	L-5	L-2

FORT MCCOY AVIATION SOP TABLE OF CONTENTS

M. <u>ANNEXES</u>	<u>PARA</u>	<u>PAGE</u>
<u>Annex A</u>		
GLOSSARY	M-1	M-1
REFERENCES	M-2	M-1
<u>Annex B</u>		
TELEPHONE NUMBERS and POCs	N/A	N-1
<u>Annex C</u>		
Fuel System Certification	N/A	O-1
SAMPLE UNIT LETTER - FUEL PIT TRAINING	N/A	O-1a

SELECTION A (GENERAL INFORMATION) TO FORT MCCOY AAF AVIATION SOP

A. GENERAL INFORMATION.

A-1. PURPOSE AND SCOPE. To establish local standard operating procedures and regulations for the guidance and information of all Army aviation personnel and other personnel operating aircraft at Fort McCoy, WI.

a. AUTHORITY: This SOP is not intended to limit the tenant unit training activity nor restrict civil aviation operations conducted from/to the civilian side of the Sparta/Fort McCoy Airfield. Conflicts with this regulation effecting unit training may be resolved through appropriate letters of agreement between McCoy Army Airfield Operations and the tenant unit authority.

A-2. GENERAL. All flying at this installation will conform to:

- a. All current Army Regulations.
- b. Federal Aviation Regulations.
- c. Contents of this SOP and all applicable Annexes.
- d. Current policies in Airfield Operations.

e. All applicable regulations and publications will be available and controlled by Airfield Operations.

A-3. QUALIFICATION FOR FLYING. Aviation commanders are responsible for records of flying qualifications, medical certificates and check out sheets for aviators assigned within their respective commands.

A-4. OPERATING PROCEDURES. The Airfield Manager or his designated representative will supervise operation of the McCoy AAF and closely monitor the aviation activities of all Reserve Component/Active Army Units undergoing training at Fort McCoy.

a. MAAF consists of three branches: Air Traffic Control, Flight Operations, and Airfield Services. MAAF provides the following:

(1) Servicing facilities for locally based and transient aircraft.

(2) Weather service information.

SELECTION A (GENERAL INFORMATION) TO FORT MCCOY AAF AVIATION SOP

(3) Direct land line communications with Green Bay Automated Flight Service Station (AFSS), ATC En route Centers (Chicago and Minneapolis) and Volk Radar Approach Control (RAPCON).

(4) ARFF service.

(5) Flight planning facilities.

(6) Air Traffic Control (ATC) facilities.

(7) Notice to Airman (NOTAM) service.

b. Personnel: Airfield Manager, Operations Officer, and a Safety Officer.

c. Duties.

(1) Airfield Manager:

(a) Responsible for the management, direction, and supervision of the Sparta/Fort McCoy Airport and McCoy Army Airfield.

(b) Formulating and maintaining emergency plans.

(c) Coordinating with Directorates.

(d) Directly responsible to the Director of Plans, Training, Mobilization and Security (DPTMSEC) or his designee.

(e) Responsible for updating Fort McCoy AAF Aviation SOP as changes occur.

(f) Responsible for implementation of the Aviation Safety Program.

(2) Airfield Operations Officer:

(a) Assists Airfield Manager in supervising and coordinating functions of the airfield.

(b) Responsible for posting all changes to applicable regulations and insuring all regulations and publications are current and up to date.

SELECTION A (GENERAL INFORMATION) TO FORT MCCOY AAF AVIATION SOP

(c) Assists and coordinates with units training at MAAF.

(3) Aviation Safety Specialist: ASO responsibilities listed in Section K.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

B. AIRFIELD OPERATIONS.

B-1. SPARTA/FORT MCCOY AIRPORT.

a. The Sparta/Fort McCoy Airfield is located at coordinates 43° 58' N. latitude, 090° 44' W. longitude. 44.7 nautical miles northwest of the Dells VOR (DLL) on the 299° radial. It is displayed on the Chicago Sectional Aeronautical Chart and the Low Altitude En route Chart L-11, Panel D.

Location Identifier	- CMY
Elevation	- 837'
Runways	- Rwy 29-11 4,700' X 100'
	- Rwy 19-01 2825' X 100' with a 1375' X 50' overrun at the south end.
Radio Frequencies	- UHF 241.0
	- VHF 124.6
	- FM 38.5

Airport Remote Radio
Access System (ARRAS) - VHF 121.72

McCoy Tower also has the capability of transmitting/receiving the emergency frequencies 121.5/243.0

Traffic Pattern	- Standard Left
Runway Lighting	- Pilot control when tower is closed.
PLASI	- Rwy 29 only

b. The Sparta/Fort McCoy Airfield is a joint use facility designed to permit both military and civil operations from common runways. The city of Sparta exclusive use area encompasses 19 acres on the southwest side of Rwy 29-11/19-01 intersection. The military area includes all areas, both built up and natural, exclusive of the 19 acre City of Sparta parcel.

B-2. LOCAL FLYING AREA.

a. References: 1:250,000 Map
Sheet Number NK 16-1
NK 15-3
NL 16-10
NL 15-11
VFR Sectionals
Chicago
Green Bay

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

b. The local flying area boundary starts 91 NM north of McCoy Army Airfield. At Rusk County Airfield east along the railroad tracks to Heafford Junction. South along Highway 51 to Merrill. East 5 NM past Langlade County Airfield, south to Phlox to Neopit, along the railroad tracks to Shawano. Along the same railroad tracks to Highway 41 to Wittman Airfield. Across the railroad tracks east of Wittman south to Fond du Lac, Horicon, east to Dodge County Airfield. Along the railroad tracks south (east of Rock County Airfield) to Beloit. West to Monroe to Hazel Green, south of Dubuque Airfield to Dyersville. West along railroad tracks to south of Waterloo, north to Nashua, northwest to Charles City to Ansgar, northeast to Hayfield. North to Dodge Center, northwest to Kenyon, north to Hastings. Along the river to Hudson, along the railroad tracks to New Richmond, northeast to Turtle Lake. East to Cameron, north to Rice Lake, west to Bruce, to Rusk County Airfield.

B-3. FLIGHT PLANS/LOCAL FLIGHT ADVISORY. ----READ CAREFULLY----

a. All IFR flights require a properly prepared DD 175 and DD 175-1. Aviation unit commanders will specify when DD Form 75-1 are required to be filed with DD 175 (Military Flight Plan).

b. Flight plans will be filed for all flights conducted by military aircraft in accordance with AR 95-1 and FLIP.

c. Local Flight Plans.

(1) VFR local flight plans or flight log will be held in unit operations and flight followed by the owning unit, OR

(2) If no unit operations are in place, VFR local flights will call position reports to MAAF Twr/Opns on a 30 minute reporting cycle. If mission requires a flight delay within Fort McCoy training area, report landing and resumption of flight.

(3) All aircraft in R6901A (north of Highway 21) will contact Range Control for range and traffic information and will continuously monitor a Range Control frequency. Air Mission Commanders (AMC's) may designate a single aircraft to pass range and traffic information to the remainder of the flight. This in no way relieves the aviator or AMC of the responsibility to call position reports to unit operations or MAAF Tower/Operations. Radio communications must be maintained for safety.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

(4) Pilots are responsible to get Range Briefing from Operations prior to flight. Pilot reports to Range Control will be comparable to an ATIS report (i.e., Range Control, this is Army 12345 with information Delta).

(5) When tower and flight operations are not open, aircraft utilizing R6901B (South of Highway 21) will call position reports to Range Control.

(6) Each aircraft flying at Fort McCoy must have Fort McCoy map with hazards and NOE lanes traced on it. If hazards are noticed that are not on the Hazard Map they must be reported to Airfield Operations.

(7) While flying in (or near) R6901, one (1) radio per single ship will monitor Range Control 41.90 or one (1) radio monitor tower 124.6 if south of Highway 21. Multiship formations may designate one (1) ship to monitor above frequencies.

(8) OVERDUE AIRCRAFT. In the event of an overdue aircraft (inbound or local) search procedures will be initiated by Airfield Manager or his representatives IAW Ch 2, FM 1-300.

(a) Inbound flight 30 minutes past ETA - Operations will check with tower, perform ramp check and notify GRB AFSS.

(b) Local flight - Operation will check tower, make ramp check, contact Range Control, contact GRB AFSS. If not located, initiate air and ground search.

B-4. RANGE BRIEFING TO PILOTS: During preflight planning the aviator will check the HOT RANGE BOARD and NOTAMS in operations. He/she will insure that his/her intended flight path will not conflict with these ranges. Conflicting flight path is defined as:

a. Flight above or forward of a range firing line.

b. Flight closer than 1000 meters down range of an artillery firing point while under flying the gun-target line. The gun target line is defined as the range fan extending from the artillery firing point to the extreme edges of the impact area and buffer zone.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

B-5. WEATHER MINIMUMS.

a. Training conducted at Fort McCoy:

Day	500-1
Night	800-2

b. IFR and support missions: IAW AR 95-1.

c. Special restrictions, when applicable, will be noted in Terrain/NVD sections.

B-6. A2C2

a. Airspace within R6901 is uncontrolled except as otherwise noted. Units operating within R6901 will follow general limitations of Fort McCoy's SOPs.

b. Critical standardized airspace control procedures are established in the Fort McCoy Aviation SOP and will be understood and utilized by units conducting training within R6901. Other airspace control measures may be established by using units, but will apply to that unit only. Units having specific requests for temporary airspace control measures (i.e. reservation of airstrip for a set period or protection of field site) may request them through local NOTAMS with MAAF Operations.

c. Units or individuals will report violations of the McCoy SOP, AR's, or FAR's to Range Control or MAAF operations immediately.

d. Coordination and deconflicting of airspace issues remains a unit responsibility and can be made in the following ways:

1. All units/sections will contact MAAF operations upon arrival and provide information IAW Transient Unit Responsibilities defined in Paragraph E-8b and E-4b. All units may have access to this information at MAAF operations.

2. Aviation units performing AT at Fort McCoy will provide a liaison to Range Operations at 1300 daily to attend an Aviation Coordination Conference. The function of the conference will be to exchange information on unit OPTEMPOS for the next 24 hour period and update operational material such as NOTAMS, Wx, and range information.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

3. Units arriving on Fort McCoy after 0900 will request POC lists for units in the field and coordinate directly prior to operating aircraft.

4. Similarly, units changing their operations during the 24 hour period will notify all other aviation units and post a local NOTAM at MAAF and Range Control.

B-7. AIRFIELD LAYOUT. See diagram B-1-1.

B-8. VEHICLE OPERATIONS ON THE AIRFIELD

a. Tower clearance via light gun or hand held radio (available at MAAF operations) is required before proceeding onto or across any runway or taxiway. Light signals are: Red-Stop and Green-Go.

b. Vehicle operators must be familiar with the safety rules of vehicular operation before operating on the ramp.

c. Ramp speed will not exceed 10 MPH.

d. Personnel required to operate vehicles on airfield will report to operations for coordination with the tower and/or sign for a hand held radio.

B-9. TRANSIENT UNIT AND INDIVIDUAL RESPONSIBILITIES

a. Ensure coordination is established with Fort McCoy through submission of a Fort McCoy Form 38 to the Reserve Component Support Branch (see FMR 350-2).

b. Upon arrival, all units will provide MAAF Operations a list of all aircraft serial numbers, full names and SSN of all aviators, and a POC location and telephone number.

c. All transient personnel are designated as safety monitors. All personnel will conduct operations in a safe manner at all times. All personnel will ensure that all aspect of this SOP will be adhered to when operating at Fort McCoy.

B-10. AUTHORIZED CANTONMENT LANDING AREAS

The authorized pads are Headquarters, 1, 7, 9, and 10. Landings within the Triad other than at authorized helipads are not authorized unless prior permission has been obtained from DPTMSEC or its representative.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

HEADQUARTERS HELIPAD/RANGE CONTROL

Location: Adjacent to Building 110 (Range Control), North Center of the Triad. An improved pad with a lighted windsock.

Hazards: Wires to the West and South.

HELIPAD 1 - Fitness Center Pad

Location: Drill field No. 1 bordered on the north by 11th Ave., on the south by 10th Ave., east of Rumpel Fitness Center.

Hazards: Wires located to the north, south, east, and trees to the south and east.

HELIPAD 7 - Finance Pad

Location: South of Drill Field No. 6.

Restrictions: Avoid overflight of Installation buildings.

Hazards: Trees to the east, buildings to the Northwest and South.

Preferred landing: 180/360 degrees.

Helipad 9 - TSC Pad

Location: Bordered on the North by South 8th Avenue, on the West by South "K" Street. East of TSC.

Restrictions: No more than two aircraft on the pad at one time.

Hazards: Wires to the North, East, and South.

Preferred landing: 180/360 degrees.

HELIPAD 10 - ECS Pad

Location: Southwest corner of Drill Field No. 2.

Hazards: Trees to the east. Buildings to the south and southwest.

B-11. ACCIDENT AND INCIDENT PROCEDURES.

a. Accidents or incidents involving damage to aircraft or injury to personnel will be reported by the most expeditious means to the Operations Officer, Airfield Manager, or MAAF Safety Specialist. If unable to notify one of the above, notify DPTMSEC or the Staff Duty Officer.

b. In the event the aircraft must remain at the site, the unit concerned will provide guards to secure the aircraft until evacuation has been accomplished.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

c. MAAF Aviation Safety Specialist/Unit Aviation Safety Officer will also be notified immediately of any aircraft mishap. Unit Aviation Safety Officer/MAAF ASO will insure that proper reports are rendered to the Post Safety Office.

d. All OHR's will be completed by Unit Safety Officers and submitted to MAAF Aviation Safety Specialist prior to departure from MAAF.

B-12. PREACCIDENT PLAN (CRASH PLAN GUIDE). An aircraft preaccident plan and crash plan guide will be posted in MAAF Flight Operations and the Operations of each unit operating from MAAF.

B-13. FLIGHT LINE SAFETY.

a. General: This section is applicable to the flight lines, hangar areas, aircraft parking areas, hover taxi lanes, runways, helipads, POL area, and refueling/defueling of the aircraft on the airfield.

b. Personnel involved - their duties and responsibilities:

(1) Maintenance personnel:

(a) Insure tools are accounted for.

(b) Maintain thorough police of the maintenance area and aircraft parking area at all times.

(c) Insure aircraft are properly grounded and the battery is disconnected when in the maintenance area or elsewhere in the hangar.

(d) Place drip pans under aircraft to prevent oil spillage on the floor. All aircraft inside the hangar will have drip pans in place.

(e) Insure all fire extinguishers are inspected monthly and readily available in all work areas.

(f) Smoke only in authorized areas outside all buildings.

(g) Refrain from any horseplay in the maintenance area.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

(h) Use extreme caution when ground handling aircraft and use guides to insure clearance on each side, front, and rear.

(i) No one will try to slow down the rotors of a helicopter by grabbing the blades, stabilizer bars, or drive shaft.

(j) Caution signs, i.e., "NO SMOKING", "AIRCRAFT ON JACKS", will be utilized and observed, when appropriate.

(k) Reflective tape will be put on the sides of all maintenance stands, tugs, and items situated near aircraft run-up and taxi areas.

(l) All static grounding areas must have an ohmmetric test every 2 years.

(2) Operations personnel:

(a) Maintain thorough police of transient parking areas, taxi hover lanes, and refueling areas.

(b) Inspect the fixed wing parking area at least daily for damage and foreign objects (report damage to Operations/remove foreign objects).

(c) Insure fire extinguishers are inspected (contact ARFF to conduct actual inspection) and readily available for refueling/defueling operations and for starting aircraft.

(d) Insure proper grounding of vehicles and aircraft when refueling/defueling.

(e) Insure fuel sample bottles are available in the prescribed locations, clean, and emptied.

(f) Keep unauthorized vehicles off the airfield and authorized traffic to the minimum.

(3) Tower personnel:

(a) Comply with published Facility Training Manual.

(b) Maintain a constant watch for potential unsafe conditions on the entire flight line and notify Operations when any are noted.

(c) Advise inbound traffic of all hazards on the airfield.

SECTION B (AIRFIELD OPERATIONS) TO FORT MCCOY AAF AVIATION SOP

(d) Notify Operations of all unsafe acts observed.

B-14. AIRPORT OBSTRUCTIONS.

a. Tower (BBS) sixty (60) feet in height and approximately two hundred twenty-five (225) feet south of the operations building.

b. Trees on airfield boundary approximately forty (40) feet in height in all quadrants at distances variable up to one-half (1/2) mile.

c. Local obstructions:

- | | | | |
|-----|-----------------|--|---------------------|
| (1) | Water tower | 971 MSL | 2 miles north |
| (2) | Water tower | 944 MSL | 3 1/2 miles
west |
| (3) | Wind indicators | 1,500' northeast of runway
intersection | |

SECTION C (AIR TRAFFIC CONTROL) TO FORT MCCOY AAF AVIATION SOP

C. AIR TRAFFIC CONTROL.

C-1. PURPOSE. To outline the duties and responsibilities for promoting the safe, orderly, and expeditious flow of air traffic.

a. McCoy Tower personnel will adhere to those procedures and policies outlined in the McCoy Tower Facility Training Manual.

b. Facility Chief: The Facility Chief is the NCOIC and is responsible to the Airfield Manager. He is responsible for the efficient administration and operation of the facility.

C-2. HOURS OF OPERATION. McCoy Tower operates as per NOTAM, issued through Green Bay Automated Flight Service Station.

C-3. WEATHER.

a. Weather information is available on the PanAm Weatheration system System located at MAAF operations or using the direct line to GRB AFSS.

b. PIREPS will be solicited when they are required by Operations personnel or needed for control purposes. All PIREPS will be relayed to the weather station at Volk Field or GRB AFSS.

c. If the tower operator is a certified observer (by The National Weather Service) and the prevailing visibility at the usual point of observation is less than 3 miles, the visibility reported by the control tower becomes the OFFICIAL airfield visibility at the moment of observation. This information will be relayed to Operations as soon as possible.

C-4. HIGH WIND AND STORM PROCEDURES are in effect when the winds are expected to exceed 45 knots and/or hail of any diameter is expected. The purpose of this procedure is to protect all aviation assets from the effects of severe weather and high winds. This plan applies to units in the field, on main post, and at the airfield. Tie down kits, required by TM 1-1520-23-1, are available for use at MAAF by visiting units in the following quantities: 6 sets each for UH1, AH-1, OH-58, and UH-60.

a. Units arriving at Fort McCoy will bring tie down ropes or straps. Units in the field will need to bring tie down kits. The tie downcables (ropes) will be at least 1/4" braided cable or 1" hemp. Nylon of equal strength is acceptable.

SECTION C (AIR TRAFFIC CONTROL) TO FORT MCCOY AAF AVIATION SOP

b. Unit operations officers or safety officers are responsible for monitoring the weather conditions and coordinating with Airfield Operations and Range Control, as appropriate. After receipt of a severe weather warning or watch, the unit will designate a person to be on duty full time to monitor the weather activity.

c. A severe weather contingency plan with point of contact information will be left in Airfield Operations AND Range Control when units arrive at Fort McCoy.

d. Priority of Protection. The below listed aircraft will be hangared in the following priority:

- (1) OH-58D
- (2) AH-64A
- (3) UH-60
- (4) AH-1
- (5) C-12 - C26
- (6) UH-1V/H
- (7) CH-47C/D

When the hangar is full, the remaining aircraft will be moored. Field sites in the lee sides of hills and tree lines are preferable. If evacuation of aircraft to safety is not feasible, multiple main rotor bladed aircraft will be faced into the wind.

e. Flying to Safe Haven. Most thunderstorms that effect Fort McCoy come from the southwest, west, or northwest and, unlike hurricanes, can grow to violent proportions suddenly. In most cases, safe haven is generally to the east. If severe storms are part of the frontal system, flying to safe haven may be impossible. The decision to fly away or stay must be made on an individual basis, taking into consideration the kind of storm and the time remaining before its arrival. The primary hangaring facility, when Fort Mccoy is full, is Volk Field. Volk Field is on a heading of 092 degrees at a distance of 21 nautical miles. Volk Field has the capacity to hangar approximately 36 UH-1 aircraft in several hangars:

- (1) Bldg. 932 has 2 bays, each 51' X 96'
- (2) Bldg. 504 has 1 bay, 100' X 86' (36 UH-1's)

SECTION C (AIR TRAFFIC CONTROL) TO FORT MCCOY AAF AVIATION SOP

(3) 8 alert pods, each holding 2 UH-1's

The number of aircraft that can be accommodated may be less if there are other aircraft or pieces of equipment in the hangars. Each unit will need to call in advance to confirm the amount of space that is available.

DUTY HOURS: Operations, Phone See Annex B

NON-DUTY HOURS: Base Security, Phone See Annex B

The POC is MSG Boothby in Volk Operations.

MAJOR AIRFIELDS WITHIN 150 NM OF FORT MCCOY

<u>Location</u>	<u>Direction/Distance</u>	<u>Phone</u>
Madison AASF #2	130 degrees/79NM	See Anx B
St. Paul (Reserve)	299 degrees/118NM	See Anx B
La Crosse Co.	256 degrees/23NM	See Anx B
Rochester, MN	268 degrees/77NM	
Waukesha (Reserve)	117 degrees/121NM	
Oshkosh Whitman Field	088 degrees/94NM	
Green Bay Austin Straubel	075 degrees/114NM	
Appleton Outagamie Co.	080 degrees/97NM	
Fond du Lac Co.	090 degrees/98NM	
Central Wisconsin	042 degrees/66NM	
Eau Claire Co.	325 degrees/64NM	

f. Notification Procedures.

(1) Notification will usually be made by the weather unit at Scott AFB. The storm warning will then be disseminated by Range Control to the units in the field that have filed a contingency plan. Airfield Operations will assist in this function, if open.

(2) McCoy operations currently has a Pan-Am Weatherstation unit and live weather radar (dial-up). This gives us the capability to monitor weather in the area. NOAA weather alert radios have also been placed in airfield operations, Range Control, the ARFF station, the tower, and Bldg. 102 (SDO).

g. McCoy tower will be evacuated if the steady wind velocity exceeds 45 knots or gusts greater than 50 knots.

h. If the wind velocity exceeds 45 knots, a check of radio and NAVAID antenna sites will be made by communications maintenance to ensure the guide wires are properly secured and equipment is in place.

SECTION C (AIR TRAFFIC CONTROL) TO FORT MCCOY AAF AVIATION SOP

C-5. AIRBORNE CHECK POINTS. The following descriptions define the geographical representation of the checkpoints to be used by all Army aviation elements for control of the airspace R6901, Fort McCoy, Wisconsin:

a. CP Ranch - Lake located in the northwest corner of the reservation (XU 835 895).

b. CP North - Wyman Lake located 200 meters north of Hill Mass 950 near the northeast corner of north reservation boundary (XU 912 929).

c. CP Strip - Asphalt airstrip (two runways forming an "X") located west of the tank gunnery course in the northeast corner of the reservation (XU 890 907).

d. CP Stinky - NW Sewage Treatment Plant (XU 820 755).

e. CP Smoky - Greenfield Fire Tower located on top of hill 1450 (XU 901 795).

f. CP Spring - Intersection of Highway 21 running east-west and the improved light duty road located 100 meters northwest of Spring Bank Park Lake (XU 906 752). Do not overfly less than 500 ft AGL.

g. CP Cedar - Maynard Pass Bridge located 200 meters south of Hill 1169 on the parallels of Freeway 90 and Highway 16 (XU 908 678).

h. CP West - Road junction and reservation boundary (XU 810 856).

i. CP East - Road and reservation boundary (XU 910 872).

j. CP Hill - Northeast corner of the reservation (XU 9290).

k. CP Bog - Bend in road north of large cranberry bog just north of reservation boundary (XU 9185).

l. CP Young - Young Assault Strip (XU 6987).

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

D. AIRFIELD SERVICES.

D-1. AIRCRAFT RESCUE FIRE FIGHTING (ARFF).

a. Purpose: To establish responsibilities, requirements, and procedures pertaining to the ARFF personnel. This area outlines the primary duties and operating procedures essential for maintaining a high state of readiness in the event of an aircraft mishap, fire, or rescue.

b. Coordination of all support for ARFF will go through the Airfield Manager and/or Aviation Safety Specialist and Fire Chief.

c. The Aviation Safety Specialist, will insure map with crash grid overlay is posted at each location where emergency calls are received. Further, the Aviation Safety Specialist will also insure a map with crash grid overlay is carried in all support vehicles and aircraft.

D-2. REFUELING.

a. General Safety:

(1) All personnel will use a "SAFETY FIRST" policy while working with and around all petroleum products.

(2) Smoking is prohibited in hangars, within 50 feet of paint shed, ramp areas, POL yards, POL servicing vehicles, and any other place where flammable or combustible materials are stored.

(3) Fuel trucks will be parked at least 100 feet from buildings.

(4) Open flames and spark producing equipment are prohibited around all POL products.

(5) All areas dealing with POL products will be kept free of trash at all times.

(6) Gasoline will not be used for cleaning.

(7) Fire extinguishers will be properly maintained at all times.

(8) Aircraft will be grounded IAW, TM 10-1113, and FM 10-68.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

(9) Refuel operations will not take place while the crew is goggled.

b. Aircraft refueling:

(1) POL handlers will be on duty from 0730 hrs to 1600 hrs Monday thru Sunday, during the summer months of June thru August. Refueling support requiring MAAF POL handlers during other months must be scheduled with MAAF operations NLT 24 hours in advance. A PPR will be required for fuel support utilizing MAAF POL personnel. Any unscheduled refueling requirements after duty hours should be directed to La Crosse Municipal Airfield or in extreme emergencies contact the Staff Duty Officer. Support will be rendered to C-130 aircraft with a PPR.

(2) Refueling will be accomplished in accordance with FM 1-11, FM 10-68, and FM 10-71 and the CMY Refueling SOP.

(3) An Aircraft Crewmember will be present when a POL product is dispensed into his aircraft.

(4) Personnel, other than Fort McCoy POL employees, operating POL vehicles and refueling aircraft on MAAF will have prior permission from the Airfield Manager or his representative.

c. Vehicles operating on the ramp will use extreme caution and will comply with the following:

(1) Vehicles will have an authorized driver.

(2) Vehicles will be backed only when necessary and never without a guide.

(3) Towed and taxiing aircraft will have the right-of-way at all times.

(4) Rotor blades will be secured before refueling.

(5) Refueling tankers must approach aircraft from the front and park IAW FM 1-300 while refueling.

(6) There will be no refueling or defueling operations when thunderstorms are in the vicinity (5 mile radius).

(7) Properly ground the aircraft by attaching the "Y" cable to the aircraft and a common ground. Aircraft will not be refueled unless properly grounded.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

(8) Assure fire extinguisher in a convenient location near the aircraft and upwind of the aircraft.

(9) Attach the nozzle bonding cable to the aircraft bonding jack before opening the filler cap.

(10) No vehicle other than the tanker will be permitted within 50 feet of the aircraft being refueled.

(11) All refuel operations will be completed out-of-doors and at least 100 feet from all buildings.

(12) At any time fuel is being transferred, POL handlers will Dress IAW requirements in FM 10-68.

(13) The safety procedures listed above also apply to defueling operations.

d. Aircraft Services Refuel Area:

(1) All refueling vehicles on MAAF will be parked in a bulk storage area, no closer than 50 feet apart. This area is east of the hangar (Bldg. 6050).

(2) Any fuel leaks or other discrepancies will be noted and brought to the attention of the Aviation Safety Specialist/Airfield Manager or their designated representative.

(3) Refueling vehicles will be properly spotted, engine stopped, hand brake set, and properly grounded prior to starting pumps.

(4) Tanks will be gauged and checked for water daily with Aquaglow Test. Results of Aquaglow Test will be maintained on file for two (2) years.

(5) Area will be policed daily.

(6) Spills will be cleaned up immediately.

(7) Storage of POL and paint in occupied buildings is not authorized.

e. Daily Checks

(1) Fuels used in aircraft must be circulated and tested prior to the first issue each day and/or prior to the first issue for each tanker or tank used in the dispensing of fuel.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

Fuels containing more than the allowable water content or fuels containing sediment will not be dispensed into any aircraft (see Paragraph D-6).

(2) Operators may be challenged periodically on their knowledge of vehicle operation to ascertain daily checks and general procedures required for aircraft refueling.

f. Maintenance: Maintenance of refueling vehicles will be accomplished by TMP, Fort McCoy.

g. Records: Records will be kept as necessary on the following:

(1) Amounts of all products issued on DA Form 10-118 from Headquarters, Fort McCoy Supply and Services Division (S&S Division).

(2) Receipts of bulk fuel deliveries, bills of lading, and all other forms received from the contractor will be forwarded to Fort McCoy S&S Division.

h. Fuel samples: Milipore samples will be taken monthly by the POL Section and forwarded to the Petroleum Management Office, Bldg. 2102.

D-3 RAPID REFUEL OPERATIONS ("Hot Gas")

a. Positive coordination and communications IAW FM 10-68, between aircraft crews and refuelers, will be used and understood by all personnel involved in the operation. It is the responsibility of the using unit to ensure that this is accomplished.

b. The pilot in command is specifically responsible for ensuring that all "Rapid Refuel" procedures are followed at all times.

c. FM 10-68 and FM 10-69 and the CMY Refuel SOP will be adhered to during all "Rapid Refuel" operations at MAAF.

d. General "Rapid Refuel" procedures:

In addition to procedures and requirements in the FM's, the following general guidance will apply:

(1) Minimum "Rapid refuel" personnel for aircraft having at least 3 or more personnel aboard consists of an aircraft crewmember in the manned pilots station designated in

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

the appropriate -10 TM, normally away from the fuel port. A second crewmember or fuel handler will remain with their hands on the CCR nozzle at all times during the operation. A third crewmember fuel handler will man the fuel cutoff switch, located in the pump housing, and will also act as fireguard with large fire extinguisher placed no more than an arm's length away. This crewmember will also be responsible for knowing the location of the primary emergency fuel cutoff located on the card reader panel. The nozzle crewmember will have the same responsibility for the primary and secondary emergency cutoff located at a stake in the grassy area nearby. Additional personnel, excess to these requirements, will be moved to a designated marshalling area. "Rapid refuel" will not be performed by aircraft having two crewmembers unless a third, qualified, individual is available to assist. "Rapid refuel" will not be performed by single pilot aircraft at any time unless two qualified personnel are available to assist.

(2) No aircraft will "Rapid refuel" without a qualified aviator remaining on the controls throughout the operation.

(3) "Rapid refuel" will be closed port only.

(4) No smoking, open flames, or spark producing devices will be permitted within 50 meters of the "Rapid refuel" operation.

(5) All aircraft will be positioned with their fuel port towards the "Rapid refuel" point.

(6) Ground guides are authorized for movement of aircraft into and out of fuel points, but are not required.

(7) Fuel points and their characteristics are found in Diagram D-1-1. Fuel pad 1 has a "D" type nozzle and is currently not authorized for use for "Rapid refuel" operations because it's more complex architecture requires greater training than this SOP or a POI can provide.

e. Specific "Rapid refuel" procedures:

Once an aircraft is established on the pad the following guidance will apply:

(1) Upon landing all passengers will disembark and will move to a designated marshalling area identified by red signs. Passengers will be assisted by the crew chief where

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

applicable. Passengers will not return to the aircraft until the "Rapid refuel" operation is complete.

(2) Flight controls and equipment will be set IAW the appropriate -10 TM, but as a minimum the following should occur unless not permitted by TM:

- | | |
|------------------------|---|
| a) Collective pitch | Full Down |
| b) Force trim | On |
| c) Engine RPM | Idle |
| d) Transponder | Standby |
| e) Anticollision light | Off |
| f) Radios | Key FM then do not transmit |
| g) Intercom | Both on hot mike or private |
| h) Doors/Windows | Close except pilot door unless contradicted by TM |
| i) Position lights | Steady bright at night |

(3) Pilot remaining in the aircraft will monitor the published CTAF (VHF 124.6; this frequency is monitored by ARFF whenever MAAF operations and tower are closed) and monitor aircraft instruments and provide signals to the refueler. Nozzle crewmember will continuously monitor the pilot for signals. Some standard signals are found in FM 10-68 and these will be used. For those signals which are not in the FM the following will be used at Ft McCoy. These are:

COMMENCE FUEL is the clenched fist with a thumbs up.

CEASE FUEL is the clenched fist with a thumbs down.

CUT ENGINE is a flat hand across the throat

FIRE is pointing a finger at the horizon

TAKEOFF is a circular motion made with the right hand overhead ending with a throwing motion made in the direction of takeoff.

(4) The following steps will be followed, in order, once the previously described actions are complete:

- Nozzle crewmember checks fireguard in place and passengers clear to marshaling area.
- Nozzle crewmember grounds aircraft.
- Move panographic arm to aircraft and plug bonding plug on nozzle into the aircraft. Position himself so that his back is toward the aircraft exhaust when possible.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

- d) Insert CCR nozzle into aircraft fuel port and lift handle.
- e) Insert Ft. McCoy logo fuel card into card slot on panel. Enter the number of the fuel point being utilized and press ENTER key. If unsuccessful then retry. Follow instructions displayed by card reader.
- f) Go to pump housing and push black FUEL button (near the RESET button) and hold it until the aircraft is full. Nozzle crewmember will remain at the nozzle with hands on it at all times.

* Note: Fuel spilling from overflow beneath aircraft indicates too much pressure. Adjust pressure by movement of horizontal recirculation valve (red handle) located outside pump housing. Do not adjust vertical fuel shutoff valve inside pump housing at any time.

- g) Fuel will automatically shut off when the aircraft is full. In addition the button on the nozzle should pop out.
- h) Nozzle crewmember should confirm with individual holding the pump button (fireguard) that they are no longer pumping fuel and then dislodge nozzle and disconnect all grounding cables. Replace fuel cap.
- i) Return equipment to original position.
- j) Record fuel on forms.
- k) Hit reset button by gallons window. Close box.

(5) After the above procedures are completed all aircraft will use the steps for departure contained in their appropriate -10 TM. In all cases aircraft will taxi clear of pads immediately to make way for other aircraft utilizing the refuel area.

NOTE: The above procedures are for guidance only. Personnel must receive procedures training from Ft. McCoy POL personnel, IAW the MAAF refuel point POI, prior to operation of site. Verification of training IAW Annex C is required to be on file at MAAF before using the site. Annual updates of procedures will be required. Only properly trained aviation personnel and fuel handling personnel will be allowed to conduct refuel operations at Ft McCoy. Training can be obtained by contacting MAAF Operations for scheduling.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

f. Emergency procedures:

NOTE: The emergency procedures in this section are not intended to restrict aviation or refuel personnel judgment or discretion. This paragraph is guidance only and is intended to standardize aircraft movements from the rapid refuel operation in the event of an emergency. In all cases the primary crash alarm for the airfield will be initiated. During operating hours this can be done by informing POL, Operations, tower, or ARFF personnel of the emergency either in person or on VHF 124.6. During off duty hours this can be done by contacting ARFF by the most expeditious means possible.

In the event of a fire at a rapid refuel operation, the following emergency guidelines apply:

1) AIRCRAFT ON FIRE. The following actions should take place simultaneously:

- (a) Nozzle crewmember cease pumping immediately and do the following:
 - CUT ENGINE/FIRE signal.
 - Shut off and disconnect nozzle.
 - Hit emergency shutoff located on card reader.
 - Evacuate the area.
 - Proceed to secondary emergency shut off located in grassy area and activate.
 - Warn passengers to move an additional 50 meters away.
 - Proceed to inform ARFF by the most expeditious means possible.
 - Join passengers and in the absence of pilot conduct headcount.
- (b) Fireguard will repeat the CUT ENGINE/FIRE signal and then:
 - Fireguard will attempt to extinguish fire; Failing that; attempt to retard spread of fire to allow refueler and pilot time to clear.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

- Use discretion in moving second bottle to fire area.

- Clear the area and join passengers.

(c) Pilot will perform EMERGENCY ENGINE SHUTDOWN PROCEDURE IAW appropriate -10 TM. Then:

- Exit the aircraft.

- Join the passengers and perform a headcount.

- Insure that ARFF has been informed of the situation and has initiated the primary crash alarm.

2) AIRCRAFT NOT ON FIRE, but fire in the area. The following actions should take place simultaneously:

(a) Nozzle crewmember cease pumping immediately and give the FIRE signal and:

- Shut off and disconnect nozzle.

- Hit emergency shut off

- Evacuate the area.

- Warn passengers to clear the area and proceed to inform ARFF by the most expeditious means possible to initiate crash alarm.

(b) Fireguard will repeat the FIRE signal then:

- Once the nozzle crewmember is clear then signal the pilot to depart the area immediately.

- After the aircraft departs, at their discretion, the Fireguard may use the fire bottle to attempt to extinguish fire: Failing that; attempt to retard spread of fire to fuel area.

- If unable then clear the area and join passengers.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

- (c) Pilot will increase RPM and climb vertically to air taxi altitude and then:

- Favored actions are for Pilot on PAD 1 to turn South and depart. Pilot on Pad 2 turn East and depart. Pilot on Pad 4 turn West and depart. Pilot on Pad 3 turn North and depart.

- Insure that ARFF has been informed of the situation and has initiated the primary crash rescue plan.

- 3) In the event of a fuel splash or spill situation:

- (a) IN THE EYES - Proceed to ARFF eye wash station immediately.
- (b) SATURATING UNIFORM - Proceed to ARFF shower and washing machine.
- (c) ON THE GROUND - Proceed to ARFF to inform them of problem.

D-4 Cold Gas Procedure:

a. "Cold gas" procedures in the rapid refuel area are identical to those for "Hot gas" except that the pilot shuts the aircraft off, insures the blades are secure, and exits all personnel from the aircraft including himself.

b. All safety items included for "Hot gas" will be followed for "Cold gas". Emergency procedures will be varied by eliminating references to pilots in the aircraft. Pilots should not remain in the aircraft. Pilots should remain with passengers in the Marshaling area during cold gas operations and should use discretion in attempting to start and move their aircraft in the event of a grass fire or fire on the ground.

c. "Cold gas" will be the only gas procedure conducted at Pad 1 until modified. "Cold gas" from the truck IAW SOP will be the only refueling conducted for fixed wing aircraft.

d. Blackhawk, Chinook, and other, larger aircraft which can accept the "D-1" type nozzle should use pad 1 whenever possible.

e. A minimum of two qualified personnel are required for "cold" refueling.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

D-5 AIRFIELD SERVICE BRANCH. The Airfield Service Branch is responsible for servicing of aircraft at MAAF, inspection and general police of the airfield and airfield facilities.

D-6 CONTAMINATED FUEL.

a. Purpose: To provide guidelines and procedures to use when contaminated fuel or suspected contaminated fuel is found in an aircraft or a fuel dispensing unit. The primary causes of fuel contamination occur when the fuel comes in contact with other petroleum products, water, or foreign solid particles. When fuel contamination is suspected, the following actions will be initiated immediately:

(1) Grounding the aircraft:

(a) Upon discovery that the fuel source may be contaminated, all aircraft known to have been refueled in that location will be grounded immediately.

(b) Fuel slips will be checked for aircraft tail numbers and owning units to determine which aircraft have used the source and departed the area.

(2) Samples of suspected contaminated fuel:

(a) Immediately perform an Aquaglow test, take a special millipore sample to be forwarded to the Army Petroleum Center.

(b) Samples of fuel from the pumping site will be taken and delivered to the nearest testing station as soon as possible.

(c) Although air delivery to testing station is the most expeditious, it must be realized all aircraft at the location might be full of contaminated fuel.

(3) Notification of fuel users:

(a) After determining which units have used the fuel site, notification of the unit operations officer by telephone of suspected contaminated fuel must be started immediately.

(b) Notification through FAA and Air Force NOTAMS must be initiated and contact made with fuel suppliers making them aware of possible contamination.

SECTION D (AIRFIELD SERVICES) TO FORT MCCOY AAF AVIATION SOP

(4) Confirmed contaminated fuel:

(a) If testing proves fuel is actually contaminated, all aircraft will be defueled using proper procedures as outlined in FM 10-68.

(b) Notification must be passed to all users that fuel contamination has been verified.

b. Safety: It is the responsibility of all personnel to use proper fuel sampling procedures and to be continually on the lookout for incorrect fuel handling.

D-7 SERVICING AND PARKING OF AIRCRAFT.

a. The requirements for grounding and servicing Army aircraft are set forth in FM 10-68.

b. Fuel servicing may also be accomplished on the ramps if the tanker is in position to ground to one of the tie downs located there.

c. The primary fueling area is the rapid refuel points north and east of the transient hanger. Aircraft requiring fuel should land at the designated pads IAW diagram B-1-1. Only under circumstances preventing use of these pads will alternate refueling locations be used. Alternate locations are grass areas of Alpha, Bravo, and Charlie parking or the ramp east of Operations. Units desiring an area on MAAF to erect and operate unit run fuel points, using unit equipment, should be coordinate with the Airfield Manager.

D-8 FIELD REFUEL POINTS

Any unit desiring to establish a FARP, anywhere on Fort McCoy, must contact Range Control and Post safety well in advance in order to have sufficient time to meet all requirements.

SECTION E (LOCAL RULES AND RESTRICTIONS) TO FORT MCCOY AAF
AVIATION SOP

E. LOCAL RULES AND RESTRICTIONS.

E-1. AIRCRAFT PARKING AT MCCOY AAF.

a. All tenant aviation units and transient aircraft will park according to the established aircraft parking procedures at McCoy AAF as covered in the Airfield Manager's Briefing.

b. Page B-4 diagram is an example of the rotary wing and fixed wing aircraft parking spots at McCoy AAF.

c. When necessary, fixed wing aircraft will park under the supervision of a ground guide.

E-2. HAZARDOUS CARGO. Reference TM 38-250. When tenant unit or transient aircraft arrive or depart Fort McCoy Army Airfield (MAAF), the following procedure will be followed:

a. Tower:

(1) Notify Airfield Operations when the ETA of an aircraft carrying hazardous cargo is known.

(2) Direct arriving aircraft to the hazardous cargo area at the approach end of Rwy 19.

(3) Instruct the pilot to park near one of the grounding points indicated by a yellow tire.

(4) Notify ARFF and EOD if Operations is closed.

b. Airfield Operations:

(1) Notify tower of ETA of aircraft when known.

(2) Notify ARFF when the ETA of an aircraft carrying hazardous cargo is known.

(3) Notify EOD when the ETA of an aircraft carrying hazardous cargo is known.

(4) Notify the Aviation Safety Specialist (ASS), if available, when the ETA of an aircraft carrying hazardous cargo is known.

(5) In the event the tower is closed, complete parts 1 and 2 of the tower responsibility.

SECTION E (LOCAL RULES AND RESTRICTIONS) TO FORT MCCOY AAF
AVIATION SOP

c. Aircraft Rescue Fire Fighting:

(1) Provide ARFF services by accompanying the aircraft until it has been shut down, properly grounded, and its cargo discharged or the aircraft has departed the airport.

(2) Provide a grounding cable and ensure that it is being used to ground the aircraft prior to loading/unloading.

(3) Notify EOD if Operations and tower is closed.

d. Aviation Safety Specialist: Observe operation, when available, to ensure compliance with procedures outlined in TM 38-250.

E-3. AIRCRAFT MAINTENANCE. McCoy AAF has no aircraft maintenance support available to tenant units. It will be the responsibility of units to provide for their own aircraft maintenance.

E-4. MCCOY AAF FLIGHT OPERATIONS.

a. The purpose of the McCoy AAF Flight Operations is to provide the following services:

(1) Operate the airfield.

(2) Flight planning.

(3) Weather information.

(4) Pilot lounge.

(5) Contact with GRB AFSS.

b. Tenant units responsibility to McCoy Flight Operations:

(1) Insure that all flight plans have been filed.

(2) Tenant units will supply the duty and non-duty telephone numbers of their Aviation Commander, Operations Officer, Operations NCOIC, Maintenance Officer, and Maintenance NCOIC to McCoy Flight Operations. In addition, the units will provide a tail number list of all aircraft from their unit operating at Fort McCoy IAW Para E-8b.

SECTION E (LOCAL RULES AND RESTRICTIONS) TO FORT MCCOY AAF
AVIATION SOP

E-5. GENERAL RULES AND RESTRICTIONS.

a. Local area orientation ride (as necessary) and an aviation briefing for all aviators is required of all incoming units prior to being cleared for any flight inside R6901. Coordination to fulfill this requirement will be made with MAAF OPNS within 48 hours of arriving at Fort McCoy. Briefing requirements may be met by the Unit Commander providing an affidavit indicating that all unit personnel have met the briefing requirements within the previous 12 months by reviewing the most recent Fort McCoy Aviation tape and the Ft McCoy aviation SOP. A sample format can be found in Annex C.

b. No aircraft will be left overnight in the main camp area (troop cantonment area) without prior permission of Range Control, with the exception of assigned MEDEVAC aircraft which will be parked at HQ Pad just to the east of Range Control.

c. Due to safety considerations and noise abatement, aircraft will not overfly the cantonment area (TRIAD) except for takeoffs and landings.

d. No aircraft will be refueled on main post. All refueling operations will take place at MAAF or at approved FARP's or FARE sites in the field.

e. Aircraft will not conduct tactical training within the Triad without written permission of DPTMSEC or its representative.

(1) All aircraft on the installation north of Highway 21 will maintain radio contact with Range Control, either individually or through an AMC designated aircraft. Aircraft must obtain a hot range brief prior to entering either activated restricted area. (R6901A or B).

(2) All RW aircraft flying between a hot firing point and the impact area in the gun-target line must operate at or below 50 feet AGL. Aircraft may not fly within 1000 meters of a hot firing point (in the gun target line).

f. South of Highway 21 (R6901B):

(1) All aircraft will maintain radio contact with MAAF tower. The AMC may designate a single aircraft to pass tower information to the remainder of the flight.

SECTION E (LOCAL RULES AND RESTRICTIONS) TO FORT MCCOY AAF
AVIATION SOP

(2) All Fixed Wing aircraft will maintain 500 feet AGL or higher except for take off and landing, paradrops, or with the permission of the Tower or Range Control if the Tower is closed.

E-6. NO-FLY AREAS.

a. Each aviator will become familiar with the location of Post Headquarters and the cranberry bogs.

b. Overflights over the Fort McCoy Ammunition supply point located immediately south of the main gate is prohibited.

c. In the interest of noise abatement and good community relations, overflights of the shoreline of lakes will be avoided.

d. Overflight within a 2 mile radius of the VA Medical Center in Tomah, Wisconsin is prohibited.

e. Overflight of the South Post Housing area is prohibited.

f. Overflight of Squaw Lake is prohibited.

g. Overflight of mink farms is prohibited.

h. Overflight of veal farm is prohibited.

E-7. TEST FLIGHTS and MOC RUN-UPS

a. Test flights conducted at MAAF will be in accordance with TM 55-1500-328-25, the applicable MTF, and unit SOP. The Fort McCoy test flight area is approximately three miles east of airfield, in Young Assault Strip. Prior coordination will be made with operations for all test flights. Flight following will be with McCoy Tower/McCoy Flight Operations.

b. MOC ground checks will be made on taxiway Delta. (See diagram B-1-1)

E-8. ARRIVAL AND CLEARANCE PROCEDURES. The following procedures are designed to assist the tenant unit in a smooth, orderly arrival to Fort McCoy AAF:

a. Pre-arrival planning: Tenant unit commanders are encouraged to contact the Airfield Manager, DPTMSEC, AT MAAF Operations (See Annex B) to coordinate specific aviation issues.

b. Unit arrival:

SECTION E (LOCAL RULES AND RESTRICTIONS) TO FORT MCCOY AAF
AVIATION SOP

(1) Tenant unit commander will furnish to Flight Operations:

(a) List of all aircraft by type and tail number.

(b) List of all pilots by rank and duty position, POC lists, and affidavit IAW Annex A indicating that pilot briefing requirements have been met.

(2) Coordinate with Airfield Operations for local area briefings.

c. Unit departure:

(1) All assigned airfield buildings used will be cleaned by using units.

(2) All hand receipts will be cleared.

(3) All areas will be checked by Operations. Unit clearance will be given by the Airfield NCOIC.

(4) Constructive comments are requested for any area which you feel is in need of improvement.

SECTION F (MISCELLANEOUS) TO FORT MCCOY AAF AVIATION SOP

F. MISCELLANEOUS.

F-1. EQUIPMENT REQUIREMENTS AND ISSUE PROCEDURES.

a. The Director of Plans, Training, Mobilization and Security (DPTMSEC) or his appointed designee is responsible for coordination of all equipment necessary to operate the airfield by McCoy AAF augmentation personnel.

F-2. AREA POLICING RESPONSIBILITIES.

a. All aviation units, sections, and detachments will help police the airfield and its adjacent buildings.

b. Aviation unit commanders/OIC's are responsible for a daily police call of the airfield.

c. Area responsibilities:

(1) Building 6036 - Fort McCoy ARFF

(2) Building 6050 - Transient Hangar - Airfield Maintenance Detachment, tenant unit, and all Reserve and National Guard units operating out of Building 6050.

(3) Flight Line. All aviation units having aircraft on the flight line at McCoy Army Airfield. Flight line includes: Runways, taxi area, ramp area, aircraft parking area, and all grass areas around the airfield.

F-3. FOREST FIRE REPORTING. Any aviator flying in the vicinity of Fort McCoy spotting an unattended fire should contact the Fort McCoy Fire Chief or Range Control on 41.90 MHZ, and provide the following information:

a. Six digit coordinates.

b. Estimated size.

c. Type trees and terrain.

d. Civilian property and/or homes in the area in danger.

F-4. SWEEPING PLAN. Based upon the ARFF's daily ramp/runway check the airfield will be swept on an 'as needed' basis. Sweeping will be coordinated thru Flight Operations.

SECTION G (SNOW & ICE REMOVAL) TO FORT MCCOY AAF AVIATION SOP

G. SNOW & ICE REMOVAL.

G-1. PURPOSE. To establish policies and procedures for snow and ice removal at Sparta/Fort McCoy AAF.

G-2. REFERENCES.

- a. AR 420-72
- b. AFR 91.15
- c. FAA A/C 150/5200
- d. TM 5-624
- e. TM 5-330

G-3. RESPONSIBILITIES AND SUPERVISION.

a. The Airport manager or his designated representative is responsible for:

(1) Determining when snow and ice removal or anti-icing operations are necessary. Airport manager will evaluate existing field conditions and forecasts from Scott AFB and Green Bay AFSS.

(2) Notify Facilities Engineers, Roads and Railroad Branch, (Bldg. 1152) at phone number in Annex B of the anticipated snow removal requirements.

(3) Maintain a constant check of all runways during normal duty hours for snow or ice storms to determine the presence and depth of snow, ice, or slush. Airfield manager will determine the coefficient of friction by use of the flight operation's Tapley Brake Meter. The following readings will apply:

Tapley Readings	Braking Action
< or = 20	Nil
20 to 29	Poor
30 to 39	Fair
> or = 40	Good

(4) Disseminate airfield information thru the Notice to Airman (NOTAM) system by calling Green Bay AFSS at Phone Number found in Annex B prior to commencing snow removal or ice

G-1

SECTION G (SNOW & ICE REMOVAL) TO FORT MCCOY AAF AVIATION SOP

control operations, when low friction measurement readings are recorded, when any hazard to aircraft operations exist, or when conditions change from those recorded on a previous NOTAM.

(5) The city of Sparta has responsibility for snow and ice removal from their leased land IAW figure G-1-1.

b. All snow removal and ice control vehicles will check with Airfield Operations prior to entering any ramp or runway area. While on any aircraft movement area, any such vehicles will monitor the installation fire net at all times. Flashing and/or rotating lights will be used by vehicles while on the airfield. Once operations are completed, vehicles will notify Airfield Operations that the equipment is leaving the airfield.

c. Snow/Ice Removal Operations:

(1) The following principles regarding snow removal will be adhered to:

(a) The active runway and taxiways and taxiways connected to parking ramps are designated priority 1. (this will normally be the area indicated "Priority 1" on diagram G-1-1).

(b) Snow removal operations will continue based upon the priorities outlined in diagram G-1-1 with the airfield access roads, automobile parking lots, and service areas receiving the lowest priority.

(c) Displacement plows will be utilized to create windrows and rotary plows will be used to cast snow beyond the edge lights.

d. In the event of ice buildup, the Airport Manager or his designated representative and the Supervisor, Roads and Railroad Branch, will coordinate the use of chemicals on the airfield on an "as needed" basis (example: Urea - non corrosive to aircraft materials). See reference AR 420-72: paragraph 2-12(2)c.

e. Deposit of haul away snow from MAAF will be at the discretion of the Supervisor, Roads and Railroads Branch.

SECTION H (TERRAIN FLIGHT SOP) TO FORT MCCOY AAF AVIATION SOP

H. TERRAIN FLIGHT SOP.

H-1. PURPOSE. Prescribe policies and procedures for the conduct of Terrain Flight Training for all aviators operating aircraft within R6901.

H-2. OBJECTIVES.

a. Develop and maintain a training program which will insure all aviators possess the knowledge and skill required to fly safe and effective missions.

b. Provide realistic aviation support to ground units during field training exercises.

H-3. SCOPE. All aircraft conducting Terrain Flight operations within R6901 and the Fort McCoy NOE lanes will adhere to the provisions of this section. Conflicts will be resolved between McCoy Flight Operations and Unit Commander.

H-4. TRAINING.

a. General: The following requirements apply to all phases of unit training:

b. Aircraft Requirements. Each aircraft conducting terrain flight will meet the following standards:

(1) Crashworthy fuel system.

(2) Wind screen free from excessive scratches and glazing.

(3) Armored seats installed.

c. Weather Requirements.

(1) NOE flight will not be conducted when known or forecast winds exceed 30 knots or the gust spread exceeds 15 knots.

(2) Aircraft will not be operated NOE in relative wind conditions which do not allow adequate directional control margin according to the aircraft operator's manual.

d. Aircraft Operations.

(1) Do not cross NOE lanes less than 500' AGL or enter NOE lanes without contacting Range Control.

H-1

SECTION H (TERRAIN FLIGHT SOP) TO FORT MCCOY AAF AVIATION SOP

(2) During terrain flight operations, aircraft shall not be operated at an airspeed that would prevent the aviator from maneuvering to avoid hazards; i.e., terrain, vegetation, wires, poles, birds, other aircraft, etc. Aviators maneuvering in areas of limited fields of view, such as over ridges, around hills and tree lines, etc., must adjust airspeed as necessary to avoid collision with unknown hazards in those blind areas. The Fort McCoy terrain flight policy is "see and avoid." In all cases the appropriate aircrew training manual (ATM) will be adhered to.

(3) Commo wire and TOW MISSILE command wires are known hazards at Fort McCoy. There have been several instances of commo wire being strung in violation of Fort McCoy regulations, and one instance where it has caused an aircraft accident. Immediately report any commo wire hazard observed to Flight Operations and/or Range Control.

(4) All aircraft conducting terrain flight shall have a current hazard map on board. Aviators identifying unmarked hazards will report the hazard and location to MAAF Operations.

(5) Avoid flying closer than 200 meters from buildings, livestock, and vehicles while using off-installation training areas.

(6) Landing areas should be selected that are relatively free of loose vegetation, debris, sand, and dust for FOD prevention. Additionally, landing areas should be relatively clear of fences, wires, vegetation, and other possible hazards.

e. Position Reports. Aircraft will report to MAAF Tower or Range Control as appropriate at the following times:

(1) As required by MAAF Tower/Range Control.

(2) When unanticipated hazards are encountered.

f. Control:

(1) Positive radio contact will be maintained at all times between aircraft and/or Range Control conducting NOE flight. Notify Range Control before starting on any NOE lane.

g. Weather: Day minimums to be 500-1. Night minimums to be 800-2.

h. Helicopter Tactical Flight Corridors.

SECTION H (TERRAIN FLIGHT SOP) TO FORT MCCOY AAF AVIATION SOP

(1) Tactical flight corridors expedite the safe and orderly flow of tactical air traffic to and from training sites and training areas, while at the same time, providing a realistic training environment simulating the flight modes that modern warfare will require.

(2) The corridors extend 200 meters either side of the center line. The areas not within the corridor boundaries are considered free fly tactical areas consistent with hot ranges and Range Control restrictions. The cantonment area is off limits to tactical training. All aircraft will fly to the right side of the route center line.

(3) Only tactical trail or staggered trail is authorized, to preclude overflying hot firing points. Overwatch or bounding overwatch may be utilized if coordinated with Range Control. The only authorized exception is the AH-64 aircraft flying at night using NVS. They may fly modified echelon or modified echelon formations with the aircraft offset at 20 degree angles.

i. SOUTH CORRIDOR. Utilized for arriving/departing tactical traffic from the southeast end of NOE lane G and the far south and southeast training areas.

(1) Location. From the approach end of RWY 29, east along the east-west road just south of the Young Assault Strip to I.P. Golf located at grid 910710.

(2) Altitudes. Eastbound traffic will fly at 100 feet AGL or less. West bound traffic will fly at 300 feet. All aircraft will fly on the right side of the corridor centerline. This will give both altitude and right side separation.

(3) Procedures. Inbound to McCoy Army Airfield contact McCoy tower on frequency V-124.6, U-229.4, FM-38.5 at I.P. Golf and advise intentions. Inbound aircraft will remain north of the RWY extended centerline. The approach will be terminated at helipad A located on the Northeast side of the field just to the east of the wind sock. You will then be cleared to cross the active runway when cleared by the tower. In the event the tower is closed, make a clearing turn in both directions prior to crossing the runway.

j. EAST CORRIDOR. Is utilized for arriving/departing tactical helicopter traffic on the east side of the reservation. This route eliminates flying in the gun-target line of the firing points on the east side of the reservation with the exception of FP-405 and FP-406.

SECTION H (TERRAIN FLIGHT SOP) TO FORT MCCOY AAF AVIATION SOP

(1) Location. Pad A at McCoy Army Airfield northeast following the Quarry Hill Road then east to the southwest corner of Range 51. North to Hwy 21 then northeast to the intersection 1km. North of the cranberry bog at grid 900758. The route continues north generally following the east boundary of the reservation to C.P. Hill at grid 907918. See map on following page.

(2) Altitudes. North and east bound traffic will fly at 100 feet AGL or less. South and west bound traffic will fly at 300 feet AGL. All aircraft will fly on the right side of the center line. This will give both altitude and right side separation.

(3) Procedure. Inbound to McCoy Army Airfield contact McCoy tower at C.P. 51 and advise intentions. Inbounds will remain to the north of the Rwy 29 centerline and to the east of the Rwy 19 centerline. The approach will terminate at helipad A located on the northeast side of the field just to the east of the windsock. You will then be cleared to cross the active runway when cleared by the tower. In the event the tower is not open, make a clearing turn in both directions prior to crossing the runway.

k. WEST CORRIDOR. Is utilized for tactical helicopter traffic to/from the McCoy Army Airfield and the north training areas.

(1) Location. From pad B northwest to the La Crosse River then northeast along the river to C.P. Stinkey. North along the west side of the reservation to C.P. 429 (F.P. 429) then northeast to C.P. Hill making sure that you are north of the cranberry bogs.

(2) Altitudes. North and eastbound 100 feet AGL or less. West and southbound to include the route from the La Crosse River to Pad B will be flown at 300 (should be) AGL or less.

(3) Procedure. Inbound to McCoy Army Airfield, contact McCoy tower at C.P. Stinkey and advise intentions. Inbounds will remain north of the RWY 29 extended centerline at all times unless cleared by the tower. The approach will be cleared to Pad B. You will be cleared to cross the active runway as traffic permits. In the event the tower is closed, make a clearing turn in both directions prior crossing the active.

SECTION I (UNAIDED NIGHT OPERATIONS) TO FORT MCCOY AAF AVIATION
SOP

I. UNAIDED NIGHT OPERATIONS.

I-1. PURPOSE. To establish requirements and procedures for the safe accomplishment of unaided night operations.

I-2. GENERAL. Night missions will be authorized for McCoy Army Airfield (MAAF) and will be performed according to this section and other applicable directives.

I-3. REQUIREMENTS. When a mission or training flight requires flight before the hours of sunrise and/or after the hours of sunset, the following requirements will be met:

a. Aircraft Requirement.

(1) Crashworthy fuel system.

(2) Windscreens free from scratches, glazing, and other obstructions to visibility.

b. Weather Requirements. Minimum weather for night training operations is a ceiling of 800 feet and visibility of 2 miles. Service and support IAW AR 95-1.

c. Operations.

(1) Landings to helipads within the Triad requires prior permission from Range Control. Helipads must be lighted or marked with a tactical lighting system.

(2) Landing sites in the Fort McCoy training areas should be marked with a tactical lighting system. The aviation unit commander may authorize landings to unmarked sites. Daylight reconnaissance of the proposed landing sites is required.

(3) Landings to sites within Fort McCoy training areas require a current hazard map on board the aircraft.

I-4. AIRCRAFT LIGHTING FOR UNAIDED NIGHT FLIGHT.

a. NAV lights will be set to flash bright if so equipped while the rotor is untied, during run-up and shut-down, and during extended ground operations if applicable. NAV lights will not be turned off until the rotor blade is tied down following shutdown.

SECTION I (UNAIDED NIGHT OPERATIONS) TO FORT MCCOY AAF AVIATION
SOP

b. NAV lights will be set to steady bright prior to the initial hover check and will remain on steady bright throughout the flight unless the mission/training OIC directs steady dim due to varying light levels.

c. The searchlight/land light should be used at the discretion of the IP/UT/PC if used, the lights will be left on until the landing is terminated.

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

J. NVD SOP.

J-1. PURPOSE. To prescribe standing operating procedures for aviation units conducting NVD operations at MAAF and within R6901 airspace.

J-2. APPLICABILITY. This SOP applies to aviation units operating out of Fort McCoy. Use of this SOP is meant to be in conjunction with the participating units SOP. The McCoy SOP will govern where there are conflicts between SOP's. Requests for deviations from this SOP must be submitted in writing to the DPTMSEC, Headquarters Fort McCoy, ATTN: AFRC-FM-PTV, 110 East Headquarters Road, Fort McCoy, WI 54656-5226.

J-3. REFERENCES;

- a. AR 95-1
- b. AR 95-2
- c. FM 1-204
- d. TC 1-201
- e. Flight Fax 20 Apr 1988

J-4. GENERAL INFORMATION:

a. Units requesting the use of Young Assault Strip for NVD operations must first submit Fort McCoy Form 38 through RCSB to obtain approval for such operations from Airfield Manager or Director, DPTMSEC. The requesting unit must cite:

- (1) Dates and hours of NVD operations.
- (2) Number of NVD aircraft to be in operation.
- (3) ATC Status.
- (4) Areas of NVD operations.

b. Safety briefings will be conducted prior to flight. All flight crews will be present at the safety briefing and all units NVD training during concurrent time periods will brief together. This safety briefing will include the use of the MAAF crash grid overlay. In addition, NVD aircrews will review special mission SOP's/high risk, i.e., slingloads, rappel, NOE.

J-1

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

c. Because of the difficulties involved in maintaining NVD currency, requests for NVD operations will take precedence over night unaided training requests. If aircraft are to be operated simultaneously under NVD's and unaided the briefing requirements in paragraph J-4b will be attended by all crews.

d. Aircrew members will update their hazards map utilizing the hazards map in operations prior to NVD flight. This updated hazards map must be on board all aircraft during flight.

e. The off post NOE lanes will not be utilized for NVD flight.

f. Aircraft:

(1) Aircraft to be used for NVD flight should be preflighted during daylight hours by assigned flight crews. However, preflight inspection may be accomplished in the lighted hangar, Building 6050.

(2) Aircraft to be used for NVD training should be parked as far away from lighted areas as possible.

(3) Units must coordinate to insure that crash grid overlays, 1:50,000 tactical maps, and other appropriate navigational charts/maps are issued to each flight crew prior to training at Fort McCoy.

J-5. WEATHER REQUIREMENTS.

a. NVD flight may be conducted only when the weather is at least 800' ceiling and two (2) miles visibility for qualification/refresher training, and for mission/continuation training.

b. NVD emergency procedure training and NOE flight shall not be conducted when surface winds are in excess of 20 knots, or the gust spread is in excess of 10 knots. NVD training will not be conducted at Fort McCoy if winds exceed 30 knots.

J-6. AIRCRAFT LIGHTING:

a. Unaided runup and shutdown: Navigation lights will be set to "flash bright", if so equipped, when the rotor is untied and during runup. The navigational lights will be set to "steady" bright prior to leaving the parking pad. Upon landing at the parking pad and during engine cool down, the navigation lights will be placed on "flash bright." The navigation lights will not be turned off until the rotor has fully stopped, and the blades are tied down.

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

b. Subduing of navigation lights for NVD training: Navigation lights may be taped IAW appropriate ATM's to prevent a halo effect around the aircraft.

c. Navigation lights general: Navigation lights will be placed in the steady bright/dim position during NVD operations except during lights out operations conducted in R6901A and more than 4 s.m. of the air field..

d. Use of anti-collision lights: The anti-collision light will be utilized unless the PIC determines an unsafe condition will exist with the anti-collision light on. The anti-collision light will be on when aircraft are enroute to and from the tactical training area during operations above 500 feet (reference FAA exemption 3946D, dated 23 November 1993) or when density of traffic requires it. Front portion of strobe light may be taped.

e. Flashlights with the appropriate blue-green filters will be carried by all crew members during NVD flight.

J-7. GROUND SUPPORT PERSONNEL and C2 AIRCRAFT DUTIES:

a. All NVD flights at Fort McCoy will be flight followed. NVD flight following will be conducted by either ATC ground support personnel, unit personnel at MAAF Operations, unit personnel at a field site operations having adequate communications, or in a C2 buddy aircraft. When more than one unit is involved the flight following method will be agreed upon by all participants at the planning conference required in paragraph J-4b.

b. A designation of ground support personnel duties for NVD operations is found in FM 1-204, Appendix 7. In addition, whether involved in a formal school or already qualified, ground support personnel will receive a thorough prebriefing on the type of operations to be conducted by the mission/training OIC.

c. The aircrew of a command and control aircraft must be equipped with NVD's and must be familiar with the routes being flown. Command and control aircraft responsibilities include:

(1) Terminating training when communications are lost and safety or weather criteria are not met.

(2) Directing ARFF personnel in case of a downed aircraft.

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

(3) Ensuring aircraft separation during training and performing flight following functions.

(4) ARFF will be activated for any precautionary landing.

NOTE: If no command and control aircraft is utilized, flight following with ground support personnel or cover buddy aircraft is mandatory. In either case aircraft must make position reports a minimum of every 15 minutes.

b. Refueling Operations Requirements:

(1) Refuel operations will not take place while the crew is goggled. Minimum personnel requirements for refueling are in section D.

(2) A fuel truck will not be moved into the aircraft parking area until aircraft navigation lights are turned off signaling the rotor blade is tied down.

(3) A fuel truck will never be backed up on the aircraft parking area. When repositioning is necessary, it will always be done in a manner to insure the driver can see in the direction of movement.

J-8. TRAINING AREAS:

a. Safety and Aircraft Control: All NVD traffic will be flown in one direction, with left or right traffic as directed by ATC or as agreed upon by all aviators at the joint planning conference required in paragraph J-4b.

b. Each unit conducting NVD operations at Fort McCoy will establish clearcut procedures for aircraft separation and command and control to and from their training area. Conflict between multiple using units will be resolved at the joint briefing required in paragraph J-4b and using procedures outlined in Paragraph B-6.

c. MAAF: Because MAAF is a joint use airfield, no NVD operations will take place at MAAF unless ATC facility rated personnel are present.

d. YOUNG FIELD:

(1) Young Field may be utilized for closed traffic pattern work and may not be used for any other type of flying when NVD operations are ongoing at Fort McCoy. Communications

J-4

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

must be maintained between aircraft in the pattern at all times. It is mandatory that 124.6 (McCoy's CTAF) be monitored at all times.

(2) No more than three NVD aircraft will be permitted in the NVD traffic pattern at the same time. This does not preclude other NVD aircraft from utilizing hover areas until such time as the number of NVD aircraft in the pattern is reduced.

(3) There shall be no mixing of NVD and non-NVD aircraft in the NVD traffic pattern.

(4) The following calls to ATC or control will be made during NVD operations:

- (a) Departing the "Y"
- (b) Turning crosswind
- (c) Turning base
- (d) Clearing the "Y"

(5) No NVD aircraft will be cleared to land at the NVD landing pad (normally an inverted Y) until such time as the preceding aircraft in the traffic pattern has reported "clear of the Y."

(6) No NVD aircraft will be cleared to take off until such time as the preceding aircraft in the pattern has reported turning crosswind.

(7) No NVD aircraft will be permitted to take off except from the single NVD take off point (See Diagram J-1-1). This will preclude the danger of simultaneous NVD takeoffs.

e. The tactical training area is defined as the Fort McCoy installation minus the no-fly areas. McCoy Army Airfield is not part of the tactical training area for NVD flight.

(1) Choke points are identified as the RP's and SP's for entry and exit to Young Field traffic patterns, along the east and west sides of the cantonment area and along west boundary road. Aircrews must use extreme caution during operations within these areas. Collision avoidance is the pilots responsibility. (See mpas posted in MAAF operations for choke points).

(2) The corridor for entry into traffic at Young Field starts at SP Stillwell (XU888732) and ends at RP Silver (XU883687). The corridor for exit from traffic at Young Field

J-5

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

starts at SP Sandy (XU858686) and ends at RP Bogg (XU865732). Altitudes for the corridors are 1200' MSL aided aircraft and 1600' MSL unaided aircraft.

(3) The maximum number of aircraft operating with NVD's at any one time within the Fort McCoy tactical training area is ten (10).

(4) The maximum number of NVD traffic allowed in the closed traffic pattern at Young Field is three (3).

(5) Aided aircraft must remain below 200' AGL except in the corridors and unaided aircraft must remain above 400' AGL. LZ's will only be used for one type, aided or unaided operations.

(6) Lights out NVD training may be conducted within the boundaries of R6901-A and outside the boundaries of the Class G (with a tower) Ref FAR PART 91 airspace.

(7) Aircraft operating at Young Field will coordinate a common radio frequency and maintain constant communication on 124.6 VHF or 41.90 FM.

(8) There will be no overflight of the cantonment area while operating with NVD's.

(9) When more than one unit wants to fly NVD at Fort McCoy at the same time, responsible unit representatives will coordinate use of airspace, facilities and schedules.

J-9. EMERGENCY PROCEDURES. In the event of an emergency or the entry of a non-NVD aircraft into the traffic pattern with no communications established, ATC will provide the necessary instructions to insure traffic separation, advise NVD aircraft to turn on anticollision lights and notify ARFF. ARFF will be activated for any precautionary landing.

a. Airfield Emergency Procedures.

(1) Aircraft on the ground will remain in their present position at flat pitch with NAV lights on steady bright unless otherwise directed by ATC.

(2) Aircraft in the pattern will continue to orbit at traffic pattern altitude in the normal pattern.

(3) Aircraft entering or departing the traffic pattern will depart the traffic area as advised by ATC.

J-6

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

(4) All aircraft in and out of the traffic pattern will have NAV lights on steady bright and those aircraft outside the traffic area will have anticollision lights on.

(5) Radio traffic will be limited to ATC and the aircraft declaring the emergency.

b. Aircraft Declaring an Emergency.

(1) If the emergency is an immediate action type, i.e. engine failure, the situation will dictate the action taken by the crew. Time available to degoggle will be the prime consideration if and when the goggles will be removed.

(2) If the emergency is not an immediate action type, the crew may elect to remove their goggles and complete the approach with the use of the bright white landing/search light.

(3) If the approach is terminated in a field the aircraft will turn on all external lights to bright to aid in the search effort.

(4) The most important consideration will be aircraft control and compliance with -10 procedures to insure crew and passenger safety.

(5) Activate ARFF and report aircraft position using McCoy crash grid overlay.

c. Disorientation.

(1) Should an aircrew become disoriented in the traffic pattern the aircraft should climb out of the traffic pattern to 1600' MSL and contact ATC for instructions. All external lights will be turned on bright for identification. NAV lights should be set to flash if communications are lost.

(2) Should an aircrew become disoriented in the tactical training area the aircraft should climb to 1600' MSL and contact ATC or other flight following aircraft for assistance. All external lights will be turned on bright for identification and goggles will be removed.

(3) IMC: Recovery procedures from inadvertent IMC are as follows:

(a) Pilot at the controls will verbally announce that he is IMC, level the aircraft, transition to instruments by looking under the goggles, and begin a climb to VFR conditions contact

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

(b) As the pilot at the controls transitions to instrument flight, the other pilot will remove his goggles, turn up the instrument lights, and take control of the aircraft, continuing the climb.

(c) After relinquishing the controls, the first pilot will remove goggles and transition to instrument flight.

(d) Will return VMC conditions or land at nearest instrumented airfield.

(e) Conduct an IFR recovery to McCoy Army Airfield.

(f) Search and rescue. Aircrews will familiarize themselves with the activation of ARFF at Fort McCoy and will establish a unit plan for search and rescue of downed aircraft.

d. Lost Communications. In the event of lost communications the aircraft will climb to 1600' MSL degoggle and turn on all external lights to bright with NAV lights being set on flash bright. The C & C or cover/buddy aircraft, if available, will contact ATC for the disabled aircraft. If no cover aircraft is available standard lost communications procedures will be utilized and aircraft will exit R6901A.

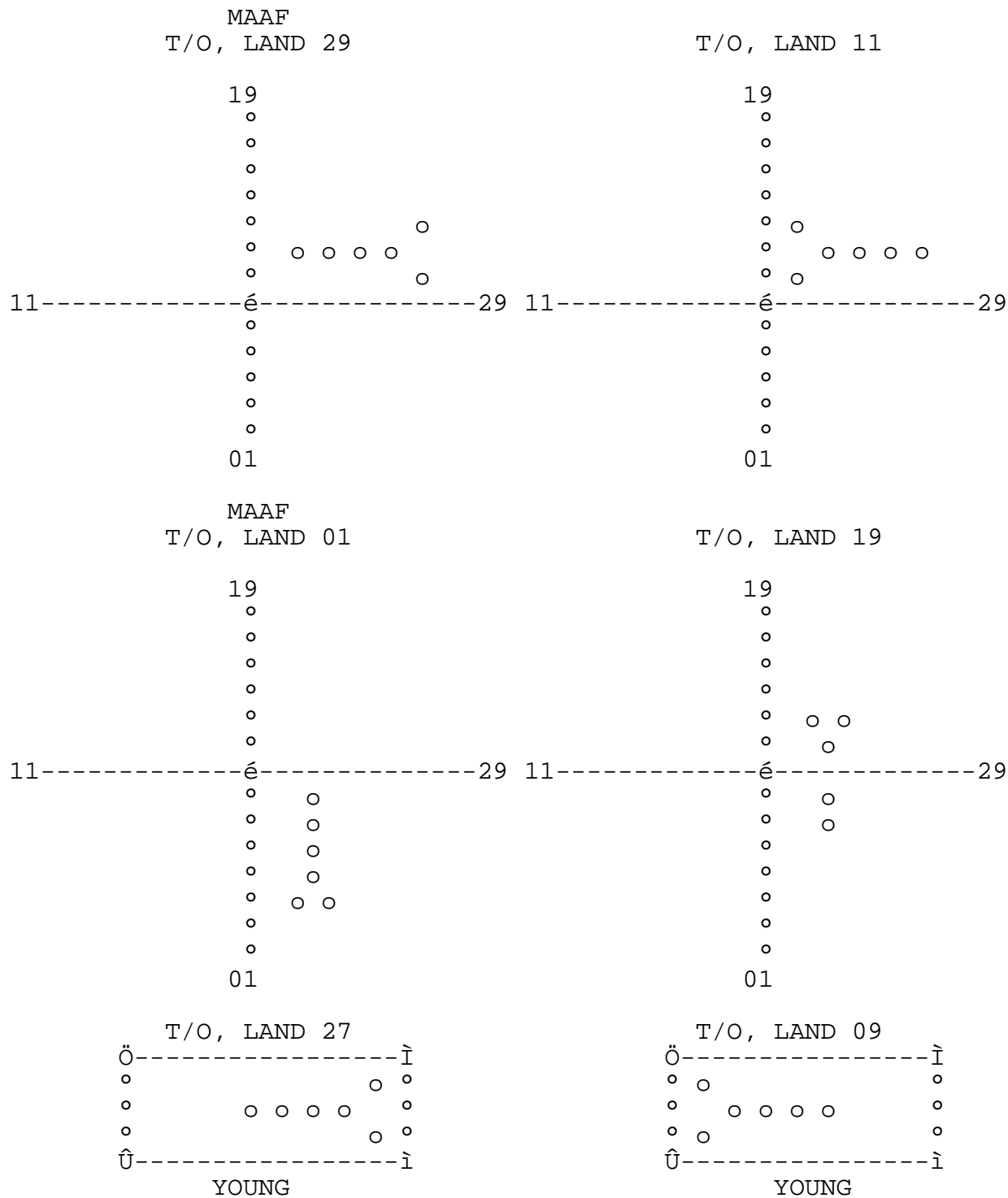
J-10. WIRE HAZARDS:

a. Hazards Maps: To insure NVD aircraft do not approach wires at an unsafe altitude, a current hazards map will be posted in MAAF OPERATIONS. This map should be checked and updated daily. Each PIC will have in his possession a hazards map, posted with all hazards known to date, for all NVD terrain flights. A map recon is mandatory prior to NVD terrain flight.

b. Flight Over Wires: NVD aircraft will avoid wires 100 meters horizontally and 50 meters vertically. Wires cannot be seen with NVD's. Pilots must use extreme caution when navigating during terrain flight. It should be noted that the most hazardous time for wire strikes is during contour flight. This flight mode should be utilized only if mission essential.

SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

DIAGRAM J-1-1 TO SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP



SECTION J (NVD SOP) TO FORT MCCOY AAF AVIATION SOP

The single takeoff and landing point will be established during coordination with the OIC and ATC personnel and briefed to all crews.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

K. AVIATION SAFETY.

K-1. PURPOSE: To implement the Aviation Safety Program for Fort McCoy.

K-2. SCOPE: This SOP applies to all individuals assigned or attached to Fort McCoy.

K-3. RESPONSIBILITIES:

a. The Commander is responsible for the implementation of the Aviation Safety Program.

b. The ASO is responsible for managing the Aviation Safety Program, establishing and developing essential safety program elements, and monitoring all other unit accident prevention programs.

K-4. SAFETY PROGRAM STRUCTURE AND IMPLEMENTATION: As a minimum will include:

a. Current Safety Management Techniques, to include the Five Step Accident Prevention Process and the Causation Model will be utilized in all accident prevention programs.

b. Aviation Accident Prevention Plan. The ASO, in conjunction with the Commander, will develop and publish, at least annually, the plan (Aviation Safety Program) for the coming year. The ASO will review the plan at least quarterly to ensure the plan is being followed and revise it as necessary.

c. Hazard Inventory Log. All hazards will be noted on a Hazards Inventory Log form. Corrective actions will be assigned with an expected completion date. This master log will be tracked and maintained by the ASO. At a minimum, the following sections will be included and completed on the hazard inventories log for each discrepancy noted: area of responsibility, deficiency, corrective action, completion target date and risk assessment. Follow-ups will be made until the hazard is eliminated.

d. Comprehensive Hazard Identification Program, to include:

(1) Aviation Safety Surveys. Aviation Safety Surveys will be conducted at least semiannually. The survey will be recorded on the current Guide to Aviation Resources Management for Aircraft Mishap Prevention, or current Fourth U.S. Army

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

Checklist. This information will be filed and maintained for five years. All discrepancies will be transferred from the appropriate checklist to the Master Hazard Inventory Log File maintained by the ASO. Findings will be discussed at the next Safety Council meeting.

(2) Supervisor Inspection Program. Each supervisor will perform an semi-annual inspection of his/her area utilizing the Fourth U.S. Army FORSCOM PAM 95-3 ARMS Checklist or the current Guide to Aviation Resource Management.

(a) Upon completion of the inspection, discrepancies noted will be listed on a hazard log. Corrective actions, expected completion dates, and RAC (risk assessment code) will be assigned. A copy of the log will be furnished to the ASO to transfer to the master log.

(b) Deficiencies will be analyzed to determine systemic weaknesses. Once a systemic problem is identified, the Hazard Analysis Form will be filled out in its entirety.

(c) Upon completion, copies of the Hazard Analysis Form will be forwarded to the ASO.

(3) Trends. The ASO will track and identify all safety deficiency trends. The hazard inventory log will be the main tool. Deficiencies will be tracked for a minimum 3-year period or until eliminated and any trend noted will be addressed through the safety program and briefed to the Safety Council.

K-5. OPERATIONAL HAZARD REPORTS (OHR): The OHR provides an excellent tool for all facility members to inform the ASO of suspected hazards.

a. Forms will be made available in Flight Operations and the hangar.

b. Individuals submitting OHR's may be anonymous, if desired.

c. OHR's will be processed within 4 working days. If action cannot be taken at this level, the report will be forwarded to the appropriate command level.

d. All hazards identified will be entered on the Master Hazard Log.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

- e. Personnel will be briefed on the OHR program, annually.

K-6. INFORMAL OBSERVATIONS/INTERVIEWS: The ASO will log any hazards noted during informal observations and personal interviews.

K-7. IMPROVED AND UNIMPROVED LANDING SITE INSPECTIONS: Identified hazards will be posted in Operations and noted in the appropriate hazard log.

K-8. EXTERNAL SURVEYS (ARMS): Hazards noted on external surveys will be given to the ASO for inclusion in the Master Hazard Inventory Log File. External surveys will be filed by the ASO.

K-9. CAUSATION ANALYSIS PROGRAM:

- a. Hazard Grouping Procedures. Hazards will be grouped by sections and subsections of the current Resource Management Guide.

- b. System Defect Identification Procedures. Hazard logs will be continuously reviewed to identify systemic problems. This review will be conducted both by the supervisor and the ASO.

- c. Risk Assessment Procedures. Each hazard and systemic problem will be assigned a risk assessment code (RAC) IAW AR 385-10.

- d. Hazard Analysis Form. When the systemic problem is identified, it will be recorded on the worksheet, tracked through elimination, and sent to the ASSfor files.

K-10. COUNTERMEASURES:

- a. The countermeasure is the step that will eliminate the systems defect. The elimination of the systems defect will establish procedures to ensure an operator error, or possibility of an operator error, does not reoccur. This step presents a greatly improved tool for the safety manager. While on-the-spot corrections must be made, an effective countermeasure will eliminate the source and prevent recurring deficiencies. The effective countermeasure will contain the following necessary qualities:

- (1) Cost Effective. The cost of the countermeasure must be justified by the degree of risk determined in the causation analysis. If it is not justified, an alternate countermeasure will be developed.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

(2) Well Targeted. The countermeasure must be aimed at the existing system defect. Related defects may require the development of separate countermeasures.

(3) Mission Supportive. The single most important quality of the countermeasure is supporting the unit mission. This quality will take precedence over, but not eliminate, cost effectiveness.

b. All identified hazards will be immediately assigned corrective actions and suspense dates by the responsible supervisor. This date will be coordinated with the ASO and approved by the Commander. Systemic problems that are identified on the Hazard Analysis Form will take priority.

K-11. COUNTERMEASURE IMPLEMENTATION:

a. General. The implementation process assigns the responsibility of the countermeasure to an individual; describes what will be done to put the countermeasure into effect; and assigns a suspense date for accomplishment of the action required by the countermeasure. The commander/supervisor will be responsible for the implementation process and the ASS will advise and assist as necessary.

b. The Hazard Analysis Form will be the primary means to communicate risk assessment information to the Commander and appropriate supervisor. Information on the form will be forwarded to higher headquarters when recommended countermeasures are beyond the capability of the facility.

K-12. CONTROL PROGRAM: Controls will be established by the ASO and/or the responsible supervisor to ensure that the countermeasure has eliminated the systemic problem. These control procedures will be specified in the Hazard Analysis Form.

K-13. AVIATION SAFETY MEETINGS: The ASO will establish an effective ongoing Safety Education Program. It will include the following:

a. Safety Training of Supervisors. All supervisors will receive periodic safety management training from the Safety Officer. This training will be documented and will include accident causation, five-step accident prevention process, use of hazard logs and hazard analysis forms.

b. Aviation Safety Meetings. All aircrew members will attend the unit quarterly safety meeting. The ASO will be responsible for organizing and conducting this meeting. A record

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

will be maintained that includes topics discussed, instructor, and attendees. If unable to attend the quarterly meeting, it is each individual's responsibility to contact the ASO to receive make up information. The ASO will maintain records indicating who has and has not attended the make up meeting.

c. Safety meetings/classes for the non-crew members and shop personnel:

(1) Meetings/classes will be held quarterly and be developed by the ASO and responsible supervisor.

(2) Topics will not be limited to the work environment, but will include off duty hazards as well.

(3) A record will be maintained that includes topics discussed, instructor, and who did and did not attend the meeting. If unable to attend the quarterly meeting, it is each individual's responsibility to contact the ASO to receive make up information.

d. Safety Bulletin Boards. The ASO will maintain a safety bulletin board in Operations and in the hangar. They will display current safety awareness information to include:

(1) Commander's safety policy.

(2) Aviation Safety Council Minutes.

(3) OHR forms.

(4) Safety posters.

(5) Commander's Aviation Accident Prevention Plan.

e. Annual Safety Stand-Down Day. The unit ASO develops and conducts a yearly safety conference for all airfield personnel. Topics normally covered include:

(1) Mishap review.

(2) Guest speakers, as required.

(3) Commander's comments.

(4) Safety awards presentations.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

f. Safety Awards Program. The ASO will monitor requirements and individual eligibility for the various safety awards. Additionally, supervisors will recommend individuals for awards, as appropriate.

(1) The ASO will review individual and facility records at least annually to ensure that appropriate awards are submitted.

(2) Higher headquarters:

(a) FORSCOM

(b) Department of the Army (USASC): As per AR 672-74.

g. The Operations Officer will maintain an aviation safety file in an area readily accessible to all aircrew personnel. This file will include safety literature, safety publications, aircraft operator's manuals, training circulars for qualification, training and standardization for each aircraft type.

K-14. HEARING CONSERVATION PROGRAM:

a. The Hearing Conservation Officer should request the local supporting Health Services Office to conduct noise level surveys whenever changes in noise levels or noise producing equipment occur.

b. Noise hazards signs will be posted in all areas considered hazardous (in excess of 85 db).

c. Hearing protection devices (earplugs, earmuffs, or flight helmets) will be worn in areas identified as noise hazardous.

d. Audiograms:

(1) Aircrew members. Baseline annual audiograms are the responsibility of the Flight Surgeon and will be conducted during the initial flight physical. The Flight Surgeon will evaluate potential hearing loss by comparing recent audiograms, done during the annual physical, with baseline and prior audiograms to determine trends in hearing losses.

(2) Non-crew members. The Hearing Conservation Officer will keep a current list of individuals exposed to hazardous levels of noise. Procedures will be established to get

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

a baseline test performed for each individual within 3 months of assignment and annually thereafter. The Hearing Conservation Officer will coordinate with the supporting Health Services Office to have an annual hearing examination performed for these personnel.

e. Education. Topics regarding hearing conservation will be displayed on bulletin boards, discussed during safety meetings/classes, and published in newsletters.

f. Enforcement. Hearing conservation will be monitored through ASSsafety surveys, informal observations, and supervisor's inspections. Individuals not adhering to hearing protection policies will be counseled on the spot and reported to the appropriate supervisor.

K-15. PREVENTION PROGRAM MONITORING PROCEDURES: The ASO will evaluate the effectiveness of the following programs during scheduled safety surveys, informal observations, and annual SOP reviews.

a. Operations and Training Programs:

- (1) Fire Prevention Program.
- (2) Wire Strike Avoidance Program.
- (3) Mission Risk Assessment Program.
- (4) Pre-Accident Plan.
- (5) Aviator Orientation/Training Program.
- (6) Aerial Gunnery Range Safety Program.
- (7) ATC
- (8) ARRF
- (9) POL
- (10) FOD

K-16. AVIATION SAFETY COUNCIL:

a. General. The Aviation Safety Council is the focal point for the safety program.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

b. Purpose. To promote all accident prevention efforts from the command/supervisory level.

c. Responsibilities.

(1) Information Collection. To identify hazards through exchange of ideas, discussions, and reports of existing deficiencies.

(2) Analysis. Hazards will be analyzed to identify their systemic causes. Council minutes will track systemic problems through their resolution.

The Hazard Analysis Form will be attached to the council minutes. Those systemic problems that cannot be resolved at this level will be forwarded to the ASO, utilizing the Hazard Analysis Form.

(3) Countermeasures. The Safety Council will formulate safety policy and doctrine. Safety Council meetings will be held to identify, analyze, and control systemic problems. Identified countermeasures must eliminate or control the identified systemic problem.

(4) Implementation. The Safety Council will serve as the primary forum for the Commander to task key supervisors to carry out their safety prevention program responsibilities.

(5) Control.

(a) The council will develop effective controls to monitor the effectiveness of each identified countermeasure.

(b) All internal and external sources will be periodically reviewed to monitor overall safety program effectiveness.

(c) Membership. The Aviation Safety Council will be appointed on orders, in accordance with AR 385-95, and will include, but not be limited to:

(1) Commander (President)

(2) Range Control

(3) Fire Chief

(4) Safety Officer (Recorder)

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

(5) Operations Officer

(6) Post Safety Officer

(7) B Co 6/52 AVN ASO

d. The Aviation Safety Council will meet, as a minimum, quarterly, or when called by the President.

e. Minutes will be prepared, to include the Hazard Analysis Form, posted on the safety board, and sent to higher headquarters.

K-17. PRE-ACCIDENT PLAN:

a. A current pre-accident plan will be written and maintained by the Operations Officer, as per AR 385-95. The plan will outline specific duties personnel will perform, should an accident occur involving an aircraft.

b. The plan will be tested monthly and rehearsed quarterly.

c. Crash overlays will be available in the tower, operations, crash rescue vehicles, and fire station.

d. Accident Investigation Kit will be maintained by the ASO. The kit will be inventoried every six months, including check of battery condition and current film dates.

e. The Operations Officer will maintain a pre-accident plan.

K-18. AVIATOR'S RESPONSIBILITY: Aviator's responsibility in the event of an accident/mishap. In the event of any precautionary landing, forced landing or accident, the pilot will make no attempt to fly the aircraft. Immediately following the incident, the pilot will see to the safety of his passengers and crew and secure the aircraft. The pilot will then notify the unit and the controlling agency (flight service) as to his situation. The maintenance officer, in conjunction with the Commander, will make the determination as to the airworthiness of the aircraft and give appropriate instructions. At no time will the individual pilot attempt to make the decision to fly a suspect aircraft. This policy is not designed to take away the aviator's responsibility to ground any aircraft that he suspects is not airworthy.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

K-19. FOREIGN OBJECT DAMAGE (FOD) PROGRAM:

a. FOD prevention is a command responsibility. The Commander and all supervisors will ensure that an aggressive and continuing program is in effect. All supervisors will emphasize to their personnel that FOD control is the responsibility of each unit member, not just maintenance and safety personnel.

b. Aviation Safety Officer Responsibility.

(1) Advise and assist the Commander in FOD investigations and reports.

(2) Ensuring that appropriate non-aviation units are briefed on the importance of:

(a) FOD control, in general.

(b) Security of an proper placement of helicopter marker panels.

(c) Proper policing of helicopter landing zones.

(3) Establishing an on-going inspection system of proposed landing areas.

(4) Ensuring that aviation safety briefings include FOD prevention.

(5) Ensuring that Flight Operations personnel brief aircrews on known or suspected FOD material which may have an effect on a specific mission.

c. FOD Control Officer. The Commander will appoint, on orders, a FOD Control Officer. As a minimum, the FOD Control Officer will:

(1) Enforce a FOD control program considering unit mission and local conditions.

(2) Assist the Commander in carrying out the program.

(3) Submit FOD reports to higher headquarters and the facility as required.

(4) Once per week, inspect and supervise FOD control procedures.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

(5) Investigate known and suspected FOD damage in coordination with the Aviation Safety Officer.

(6) Maintain surveillance for unsatisfactory conditions and take corrective action. If conditions cannot be corrected, he will make sure that pertinent units and/or individuals are notified.

(7) Ensure that incoming personnel are briefed concerning their responsibility for FOD control.

(8) Coordinate with Flight Operations Officer and ASS to provide for FOD inspections of proposed rotary wing landing zones.

d. Operations Procedures. The following requirements will be followed:

(1) A visual inspection will be conducted of all areas on the aircraft vulnerable to FOD and all objects removed that could cause FOD, on all preflights.

(2) While conducting a preflight or other inspection requiring climbing up on the aircraft around the engine inlet section, aircrews and maintenance personnel will ensure that bits of gravel and other foreign objects have not been tracked up and deposited on the walkway or other areas where it can be pulled into the engine.

(3) Aircrews will ensure that internal cockpit areas such as the radio consoles remain free of foreign objects which could filter down between components.

(4) Aircrews will be alert for loose panel markers or marker panels anchored in mud or loose sand which could be pulled into the blades by rotor wash.

(5) Ensure that cargo is carried only in authorized areas and tied down properly.

(6) Each post flight inspection will include a visual inspection of the barrier screen/engine inlet section and removal of foreign objects.

(7) Aircrews will report all unsatisfactory conditions to flight operations as soon as practical.

K-20. FIRE POLICY: A Fire Marshal will be appointed by the DPTMSEC, on orders. The Fire Marshal is responsible for fire prevention and protection.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

a. He is further responsible for the following:

(1) Conducting a daily inspection of Bldg. 6038 and 6050.

(2) Enforcement of the facility fire plan.

(3) Instructing personnel in the use of fire extinguishers.

(4) Arranging for recharge of leaking or used extinguishers.

(5) Establishment of a training program for all personnel, to ensure awareness of the importance of fire prevention measures, etc.

(6) Conduct periodic fire drills for all personnel to test awareness, evacuation plan, etc.

b. Fire Evacuation.

(1) Interior Fire Plan.

(a) The person should calmly and loudly call out, "FIRE-FIRE-FIRE", he should then telephone the Fire Department, extension 117, to report a fire at (address). After reporting the fire, the person should proceed to evacuate the building and direct responding fire equipment to the location of the fire.

(b) The person discovering the fire will use all means at their disposal to confine or contain the fire. No attempt should be made to extinguish the fire if it becomes an unreasonable risk to the individual.

(c) All doors will be closed as rapidly as possible.

(d) All personnel, when hearing the alarm, will proceed to the nearest door marked "EXIT" and report to the southeast side of the building for attendance. All personnel should remain at the assembly point and stand by to assist in possible material evacuation.

(e) No personnel will reenter the building until fire-fighting officials or the unit Fire Marshal has declared it safe.

SECTION K (AVIATION SAFETY) TO FORT MCCOY AAF AVIATION SOP

(2) Exterior Fire Plan. Upon discovering a fire on the ramp area of the facility, the following plan will be put into action.

(a) The person discovering the fire will sound the alarm, call the Fire Department, and use all means at his disposal to contain the fire or extinguish it.

(b) If the fire cannot be extinguished, the person discovering the fire will call out, "FIRE-FIRE-FIRE." He should then remove himself to a safe distance and wait for the fire-fighting teams, then direct them to the fire scene.

K-21. ADMINISTRATIVE REQUIREMENTS:

a. Functional Files - IAW AR 25-400-2.

b. Records and reports requires to be on file:

(1) Safety Council Minutes/Orders

(2) Safety Meetings/Classes

(3) Inspections/Surveys

(4) OHR's

(5) PRAM's

(6) Hazard Logs

(7) Select Unit Orders (Orders on those individuals responsible for the prevention programs established in this SOP.)

(8) Accident Data

(9) Safety Literature

SECTION L (PHYSICAL SECURITY) TO FORT MCCOY AAF AVIATION SOP

L. PHYSICAL SECURITY.

L-1. PURPOSE/SCOPE. The McCoy Army Airfield Security Plan sets policy standards and minimum security procedures that will be utilized by tenant units for safeguarding unclassified and other nonsensitive DOD supplies and equipment at McCoy Army Airfield.

L-2. PHYSICAL SECURITY MEASURES: The following restrictions and physical security measures will be followed by all units utilizing MAAF facilities:

a. Level I Physical Security Measures IAW AR 190-51 will be utilized to secure runways, ramp areas, control tower, hangars/buildings, aircraft and equipment at MAAF.

b. Personnel access is restricted to use by aviation personnel in training, and other non-aviation personnel as authorized by airfield operations.

c. Vehicular control procedures established in this SOP apply to all personnel operating at MAAF. During times when airfield operations is closed, all airfield activities will be coordinated through the DPTMSEC (Ext. 2203).

L-3. PHYSICAL SECURITY PROCEDURES:

a. Aircraft/component security procedures:

(1) Tenant units will check unit aircraft individually once each day (when not hangared) for security.

(2) Attack aircraft having only launch tube and traversing unit armament components attached may be secured by patrols having the aircraft under general surveillance. If all components of the weapon system are installed on the aircraft, equipment will be under the continual surveillance by the owning unit.

(3) Army aircraft will be secured with manufacturer installed, or modification work order approved ignition and door locking security device(s) when not in use.

(4) Access to aircraft and aircraft components will be controlled at all times. When not in use, aircraft and aircraft components, to include crewmember equipment, will be placed in secure hangars or structures to the maximum extent feasible. THE ONLY EXCEPTION TO THIS POLICY WILL BE MEDEVAC AIRCRAFT ASSIGNED AND ACTIVELY ENGAGED ON MEDEVAC STANDBY DURING DAYLIGHT HOURS.

SECTION L (PHYSICAL SECURITY) TO FORT MCCOY AAF AVIATION SOP

(5) Auxiliary power units for starting aircraft, vehicle tugs, aircraft maintenance ladders/tools and equipment, that might be used to circumvent existing security measures will be secured during nonduty hours to prevent unauthorized use.

b. Vehicle security procedures:

(1) Tactical vehicles parked in designated areas of the airfield will be secured by activating the door and ignition locking devices as installed, or as specified in the vehicle operators instructions and IAW TB 9-2300-422-20.

(2) Vehicles employed for the purposes of MEDEVAC crews or ARFF personnel are exempt from this policy to the extent necessary to complete their assigned duties.

(3) POL tanker vehicles will be secured by locking the hatch covers, manifold access doors, and securing manufacturer installed ignition and door locking devices when not in use. Tankers will be parked only in approved areas located on the airfield property which have been designated with the appropriate no smoking signs, and are equipped with grounding rods that have been marked and tested for this use. POL vehicles will remain grounded to these points at all times when parked in these designated areas.

c. Night vision devices: Night vision devices will be placed under double lock and key when not in use. Tenant units are responsible for ensuring the security and accountability of their own night vision devices. Units requesting to secure their NVD's in the airfield safe should make prior arrangements with airfield operations.

L-4. SECURITY RESPONSIBILITIES FOR TENANT UNIT FACILITIES:

a. MAAF operations personnel are responsible for ensuring that a joint inspection of drawn buildings and equipment is conducted prior to acceptance of the facility by the tenant unit. A similar inspection will be conducted by operations personnel and the tenant facility hand receipt holder prior to its return. Any discrepancies between the two inspections will be brought to the immediate attention of the airfield commander or his designated representative.

b. Tenant units are responsible for ensuring the security and prevention of damage to government buildings, furniture, and to furnishings along with other stored equipment whenever occupying premises where said items are kept.

SECTION L (PHYSICAL SECURITY) TO FORT MCCOY AAF AVIATION SOP

c. Units will make a verbal report of all known or reported damage, intentional or otherwise, immediately to airfield operations. This report will be followed by a full written description of damages along with an explanation of the circumstances resulting in the damage prior to the tenant unit clearing the facility.

L-5. KEY CONTROL. A key control custodian will be appointed, in writing, to issue and receive keys and maintain accountability for all keys on MAAF. The Key Control Register will be kept in the operation.

a. Locks:

(1) Master keyed or keyed-alike padlock sets will not be used.

(2) Padlocks will conform to those specified in AR 190-51, Appendix C-4a.

b. Keys:

(1) Padlocks and keys will be inventoried by serial number no less than semi-annually. A copy of the inventory will be retained until the next inventory.

(2) A key/lock inventory list will be maintained which depicts a list of keys/locks, key/lock serial numbers, location of locks and the number of keys maintained for each lock. This list will be secured in the key depository.

ANNEX A (GLOSSARY AND REFERENCES) TO FORT MCCOY AVIATION SOP

M-1 GLOSSARY

MAAF - McCoy Army Airfield. Sparta/McCoy is a joint use military and civilian airfield. MAAF is that portion reserved for the military, however, in this SOP MAAF is used interchangeably with Sparta/McCoy airfield.

Airfield Manager - The Airfield Manager in this SOP is a civilian employee of the government who is responsible for MAAF.

Airfield Safety Officer - The Airfield Safety Officer is a civilian employee of the government whose office is located at MAAF.

Sparta/McCoy Airfield - Joint use airfield located on Fort McCoy land. The civilian ramp is leased by the city and used by civil aviation community of the City of Sparta, WI.

M-2 REFERENCES

AR 95-1
AR 95-2
AR 420-72

FM 1-11

FM 1-204

FM 1-300

FM 10-68
FM 10-69
FM 10-71

TM 10-1101
TM 10-1113

TC 1-201

Thurman Sends Msg 021640Z
FAA Exemption 3946D
Fort McCoy Regulation 350-2
Flt Fax 20 Apr 1988

MAAF Refueling POI

MOU between City of Sparta and MAAF concerning Snow Removal

ANNEX B (GLOSSARY AND REFERENCES) TO FORT MCCOY AVIATION SOP

Phone Numbers Relevant to Aviation Operations

Green Bay FSS	Com 800-451-7644
MADISON AASF #2	DSN 724-3910
St. Paul (Reserve)	DSN 783-1741 Com (612) 713-1741
La Crosse ATC Tower	(608) 783-0202
Volk Field Operations (Duty Hours)	AV 946-3205 Com (608) 427-1205
Volk Field Operations (Non Duty Hours)	AV 946-3205 Com (608) 427-1236
Fort McCoy Facility Engineers, Roads Railroads Branch	AV 280-2013 Com (608) 388-2013
MAAF Operations	AV 280-4207/4232 Com (608) 388-4107
MAAF Tower	AV 280-2860 Com (608) 388-2860
Fort McCoy Range Control	AV 280-2066 Com (608) 388-2066

Points of Contact (POCs)

Recommended changes to this SOP should go to:

DPTMSEC

ATTN: AFRC-FM-TMA

110 E. Headquarters Rd.

Fort McCoy, WI 54656-5226

ANNEX C (SAMPLE LETTERS AND SIGNUP FORMS) TO FORT MCCOY AVIATION
SOP

SAMPLE AVIATOR TRAINING LETTER

Unit Letterhead

Unit office symbol

Date

MEMORANDUM FOR Airfield Manager, DPTMSEC, ATTN:
AFRC-FM-TMA, 110 E. Headquarters Road,
Fort McCoy, WI 54656-5226

FROM: Unit address and office symbol

SUBJECT: Certification of Unit Personnel Authorized to Operate
the Automated Refueling Site at MAAF

1. The personnel on the attached signup sheet have successfully completed training on the MAAF Automated Refueling System. They are now fully qualified to operate the refuel points in a safe and effective manner.

2. These personnel are aware of safety and operational requirements in and around the MAAF Automated Refueling Area. Personnel will operate within the parameters of the Aviation SOP and refuel POI at all times.

3. I understand that only qualified personnel are authorized to operate the Fort McCoy Automated Refueling System. Any utilization of this system by untrained personnel of this unit is strictly prohibited.

4. Unit POC.

Commander's Signature Block
Commander's Signature

ANNEX C (SAMPLE LETTERS AND SIGNUP FORMS) TO FORT MCCOY AVIATION
SOP

SAMPLE REFUEL TRAINING LETTER

UNIT: _____

TRAINING COMPLETION CERTIFICATE

The personnel listed here have successfully completed the training required by the Fort McCoy Avition SOP to the standards required and have so certified by placing their signature below.

Training Completed (Circle One):

REFUEL TRAINING

AVIATION CREW TRAINING

Date Training Completed:

NAME	RANK	SSN
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		